

JOB TITLE: DIRECTOR OF CAREER AND TECHNICAL EDUCATION

QUALIFICATIONS: 1. Hold a valid Missouri CTE Director certificate
2. Preferred five years of teaching experience in CTE and five years of administrative or supervisory experience, preferred.

REPORTS TO: Superintendent of Schools

SUPERVISES: Any employee assigned to his/her building.

JOB GOAL: To provide overall direction, coordination, and evaluation of his/her building. The Director carries out supervisory responsibilities in accordance with the Board policies and applicable laws. Responsibilities include interviewing, hiring, training employees; complaints and resolving problems. The Director provides instructional leadership to staff including, but not limited to: curriculum planning, review and implementation and professional development. The Director is responsible for building administration and the safety and welfare of both students and staff.

PERFORMANCE RESPONSIBILITIES:

Facilitate the development, articulation, implementation, and stewardship of a vision of learning

1. Use research about best professional practices
2. Recognize the uniqueness and educability of each learner in a pluralistic society
3. Plan for continuous, comprehensive, systemic school improvement
4. Use data for vision-driven change
5. Promote personal reflection
6. Use fundamental principles of interpersonal communication, consensus building, conflict resolution, and organization change

Advocate, nurture, and sustain a school culture and instructional program conducive to student learning and staff professional growth

7. Support a culture for a caring school community
8. Use student assessment grounded in the belief that each student can learn
9. Use student data that improves instruction
10. Develop, evaluate, and refine curriculum
11. Plan professional development for staff
12. Assess the level of commitment to life-long learning of staff and students
13. Assess the nature of the school's climate and culture

Management of the organization, operation, and resources for a safe, efficient, and effective learning environment

14. Use varied principles theories, and models of management that support effective learning and teaching
15. Evaluate the performance of all staff and provide opportunity for improvement
16. Analyze the operations and procedures in a school

17. Involve stakeholders in management decision-making through consensus building
18. Stimulate building budget development
19. Utilize human resources across the facility
20. Address confidentiality and privacy issues
21. Analyze safety and accessibility of the school environment
22. Use technology to manage school operations
23. Coordinate and supervise all activities and programs conducted at the building level.

Collaborate with family and community members, responding to diverse community interests and needs, and mobilizing community resources

24. Foster the involvement of community in the educational programs of the school
25. Involve the school in the life of the community
26. Involve families in the educational programs of the school
27. Collaborate and communicate with members of the school and school community
28. Demonstrate diversity is valued

Act with integrity, fairness, and in an ethical manner

29. Develop a personal code of ethics
30. Assess the level of trust in a school setting
31. Examine the prevailing nature of values in the school community
32. Examine the essence of how school leaders treat people
33. Demonstrate ethical decision-making

Promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

34. Promote open and ongoing communication with community types concerning trends, issues, and potential changes
35. Develop school policies and regulations consistent with local, state, and federal laws

TERMS OF EMPLOYMENT: Salary and work year will be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Signed: _____ Date: _____
(Director of Career & Technical Education)

Signed: _____ Date: _____
(Superintendent)