JOB DESCRIPTION
Campbell County School District
CAREER AND TECHNICAL EDUCATION (CTE) SUPERVISOR

The role of this job is to plan, implement, monitor, and evaluate the district's Career and Technical Education (CTE) programs in accordance with federal, state, and local regulations. The CTE Coordinator ensures that all CTE programs are aligned with labor market needs, postsecondary opportunities, and Tennessee Department of Education requirements. This position supports students, educators, and community stakeholders in building meaningful career pathways that lead to graduation, industry certification, and postsecondary success.

Qualifications

- Bachelor's degree required; Master's degree preferred in education, CTE-related field, or educational leadership
- Valid Tennessee administrative license required
- Minimum of five years of experience in education, with at least three years in CTE teaching, administration, or related work
- Knowledge of Tennessee CTE programs of study, labor market alignment, and Perkins V requirements
- Strong skills in organization, data analysis, and grant management
- Ability to effectively communicate and collaborate with school staff, industry partners, postsecondary institutions, and community organizations
- Proficient in Microsoft Office and student data systems; experience with eTIGER, TVAAS, or other CTE platforms preferred
- Ability to maintain confidentiality, meet deadlines, and manage multiple priorities

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Responsibilities

- Report to the Director of Schools/Assistant Director of Schools
- Keep information confidential at all times
- Provide leadership in developing, implementing, and monitoring all district CTE programs and pathways
- Ensure compliance with federal Perkins V, state, and local CTE regulations and reporting requirements
- Coordinate the development of local and regional career pathways and work-based learning opportunities
- Collaborate with principals and CTE teachers to ensure course offerings align with student interests and local workforce needs
- Monitor and support industry certification opportunities and student attainment
- Develop and manage the annual CTE budget and federal Perkins V grant application

- Oversee inventory and equipment purchases for CTE programs in compliance with state and federal guidelines
- Coordinate advisory council meetings, including engagement with local business and industry partners
- Ensure all CTE teachers hold appropriate endorsements and are supported with ongoing professional development
- Submit all required reports to the Tennessee Department of Education, including enrollment, credentialing, and funding documentation
- Monitor program effectiveness through student performance data, program completion rates, and postsecondary placement
- Promote CTE programs to students, parents, and the community through outreach and recruitment efforts
- Support school counselors in scheduling and communicating CTE program options to students
- Coordinate and promote work-based learning, dual enrollment, and career exploration experience
- Attend local, regional, and state CTE meetings, trainings, and conferences
- Perform other duties as assigned by the Director of Schools or designee

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The job description is not solely limited to the duties listed. The employee will be required to follow any other instructions and related duties assigned by the Director of Schools/Assistant Director of Schools. Campbell County Schools reserves the right to update, revise, or change this job description and related duties at any time.

I acknowledge that I have read the job description for Career and Technical Education (CTE) Coordinator

Name (Print): _____
Signature: _____
Date: _____