San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Director of Career and Technical Education	**Exemption Status:**	Exempt
Reports to:	Asst. Supt. of Academic Services	**Pay Grade:**	06
Works with:	Teachers/Staff/Students	**Days:**	226
Dept./School:	Career & Technical Education/HS	**Date Revised:**	06/17/2020

Primary Purpose:

Direct and manage district career and technical education program and facilities to meet student needs. Serve as instructional leader in development and improvement of instructional programs in career and technical education.

Prerequisites:

- Master's Degree required;
- Valid Texas Supervision, Mid-Management or Principal Certificate;
- Valid Texas Teaching certificate; and
- Three years of successful administrative experience.

Major Responsibilities and Duties:

1. Provide programs of study that promote college and workforce readiness.
2. Plan and provide local staff development activities.
3. Develop and manage special initiatives such as Statewide Articulation, Workforce, and Dual Enrollment.
4. Obtain and use evaluative findings (including student achievement data) to gauge program effectiveness.
5. Ensure that curriculum renewal is continuous and responsive to student needs.
6. Provide career exploration and awareness resources and testing materials to Middle and High school campuses.
7. Assume responsibility for career and technical education facilities and coordinate needed repairs and maintenance.
8. Integrate academics with career and technical education programs using a coherent sequence of courses.
9. Link career & technical education with post-secondary level.
10. Develop, improve or expand the use of technology in the career and technical education programs.
11. Develop and implement evaluations of the career and technical education programs carried out with funds, including an assessment of how the needs of special populations are being met.

12. Provide services and activities that are of sufficient size, scope, and quality to be effective.

13. Provide activities to prepare special populations for high skill, high wage, or high demand occupations that will lead to self- sufficiency.

14. Ensure that a college and career readiness program is available to all career and technical education students.

15. Provide students with courses that are relevant, rigorous, and support attainment of academic and graduation standards.

16. Provide students with curriculum that leads to technical skill attainment and an industry recognized credential(s).

17. Implement district student management policies, communicate expected student behavior related to career and technical education programs and ensure enforcement of the Student Code of Conduct and the student handbook.

18. Establish and maintain open lines of communication by conducting conferences on vital issues with parents, students, teachers and administrators.

19. Provide students with strong experience in an understanding of all aspects of an industry to include work-based learning.

20. Ensure that all students have the opportunity to join a career and technical education organization.

21. Compile, maintain, file, and present all reports, records, and other documents required.

22. Administer the career and technical education budget and ensure that programs are cost effective and that funds are managed prudently.

23. Maintain a current inventory of supplies and equipment and recommend the disposal and replacement of equipment when necessary.

24. Provide professional development programs to teachers, faculty, administrators, and career guidance and academic counselors who are involved in integrated career and technical education programs.

25. Establish partnerships with business and industry as well as postsecondary institutions.

26. Provide timely and effective oral and written communication with principals, teachers, staff, parents, and community.

27. Articulate the district's mission and goals in career and technical education to community and solicit its support in realizing mission.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____