

BEAUFORT COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DIRECTOR – CAREER/TECHNICAL EDUCATION

GENERAL STATEMENT OF JOB

This individual is charged with administrative, supervisory and professional administration work to carry out school system policies and procedures relating to Career and Technical Education programs and activities. Work involves coordinating the collection and compilation of career and technical education data, analyzing the data and making recommendations for improvement plans. Work also involves performing financial responsibilities including monitoring program budgets, approving expenditures, preparing grant applications and assisting in the administration of grant funds. Employee must maintain working relationships with school staff, community, and state agencies as necessary to obtain and communicate information required to implement all aspects of the Career and Technical Education program. Reports to the Chief Academic Officer.

ESSENTIAL JOB FUNCTIONS

Researches and maintains current knowledge of local, state, and federal laws, policies, procedures and funding sources necessary to communicate pertinent information to principals and teachers in order to achieve curriculum objectives, changes, and improvements.

Maintains current knowledge of the Career and Technical Education Planning and Performance Management System for strategic planning, managing performance, and for accountability at the local, state, and federal level.

Plans improvements, implementations or eliminations to Career and Technical Education curriculum. Develops three-year plans, including strategies, performance measures and budgets, to implement changes.

Develops annual application and strategic plan to obtain federal/state funds to support Career and Technical Education teacher salaries, teacher training, instructional equipment, and staff development.

Directs total program expenditures to complete improvement plans and federal requirements.

Approves expenditures for equipment, supplies and staff development.

Develops Career and Technical Education teacher allotments for BCS Human Resources.

Develops renovation plans with facility staff to improve/implement Career and Technical Education curriculum.

Directs annual data collection (test scores, enrollment, special population status post-secondary status etc.). Analyzes test data, determines performance achievement and alters strategic plans accordingly.

Obtains funds, approves staff development, and plans technical staff development for teachers.

Selects and orders very diverse instructional equipment for 109 Career and Technical Education courses.

Assists with interviews applicants for Career and Technical Education teaching and support staff to determine if they have technical credentials to teach curriculum and meet state teacher licensure requirements.

Coordinates the collection and compilation of student enrollment data, student post-secondary education and employment data, student CRT competency mastery data, and budget expenditure data by program area, course, and school to develop annual improvement plans and accountability reports required for the Office of Civil Rights, Federal Government accounting office, program audit reports, and grants.

Analyzes data, determines if performance standards and benchmarks are met, and makes recommendations for improvement plans.

Collects documentation from new CTE teachers and assists with initial teacher licensure. Assists new CTE teachers in finding the prescribed coursework required for licensure.

Reviews all requisitions for equipment, materials, supplies and requests for staff development/CTSO participation to ascertain appropriateness of request for the designated technical course curriculum and funding source.

Compiles information, coordinates development of all documents required, and recommends for approval the purchase of equipment, materials, and supplies appropriate for curriculum content, legal fund source.

Coordinates data collection required for facility renovations needed to improve or upgrade course sequences in Career and Technical Education and make recommendations based on data.

Coordinates with personnel, purchasing, payroll, accounts payable, and warehouse staff and vendors to obtain all information and process for approval all documents necessary to maintain accurate fiscal accountability and expenditures of all fund sources to support annual improvement plans.

Maintains working relationship with school staff, community, and state agencies as necessary to obtain and communicate information required to implement all aspects of the Career and Technical Education programs and College Tech Prep.

Works with curriculum specialists to improve, implement, or eliminate program components including applied academic courses.

Maintains close working relationships with community and state agencies and area businesses, industries, and labor organizations, in order to provide training consistent with needs, and establishes lay advisory committees as needed.

Maintains membership in and participates in the affairs of professional societies devoted to the advancement of Career and Technical Education and College Tech Prep.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in education, Career and Technical Education, counseling or a related field, Career and Technical Education Director certification and 5 years of experience in; or any equivalent combination of training and experience which provides the required knowledge, skills, experience and abilities. Ten to Fifteen years of experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the school system's long-range College Tech Prep and Career and Technical Education, development methodology and development standards.

Thorough knowledge of federal, state and local policies and procedures regarding Career and Technical Education funding, accountability and curriculum.

Considerable knowledge of the appropriate uses of technology for instruction and the requirements of the NC College Tech Prep courses of study and Career and Technical Education skill curriculum.

General knowledge of common software applications.

Considerable knowledge of the current literature, trends, and developments in the field.

Considerable knowledge of the principles of supervision, organization, and administration.

Ability to plan, direct, and coordinate the work of subordinates.

Ability to develop long term goals and objectives.

Ability to evaluate the effectiveness of programs and make recommendations for improvements.

Ability to schedule and monitor development projects.

Ability to effectively express ideas orally and in writing.

Ability to develop and administer budgets.

Ability to provide leadership and to supervise the planning, development and establishment of new, modified and/or improved programs, services and activities.

Ability to analyze and interpret policy and procedural guidelines, and to formulate, develop and present recommendations to resolve problems and questions.

Ability to organize work flow and coordinate activities.

Ability to research program documents and narrative materials, and to compile reports from information gathered.

Ability to maintain complex schedules, records and files.

Ability to make administrative decisions in accordance with laws, ordinances, regulations and school system policies and procedures.

Ability to plan and coordinate group activities and special events.

Ability to make oral presentations before large groups of people.

Ability to exercise considerable tact and courtesy in frequent contact with school officials and the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.