

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Director of Career/Technical and Adult Education

Schedule / Grade: Salaried Support/Grade 10

Job Code: 71DIRCT704

FLSA: Exempt

Calendar: ADSUP-S

Benefits: Eligible (Retirees not Eligible)

Contract Type: ADMIN

Bargaining Unit: None

Revised Date: 09/15/2026

PURPOSE

This position requires leadership and responsibility for all aspects of Career and Technical Education for a multi-campus CTE system that is nationally recognized as a leader in Project Based Learning and is highly valued by regional business, industry and the community. It provides students enrolled in career education programs with a project and work-based educational experiences of high quality to enable them to be life ready.

The Director will develop and maintain collaborative relationships for the Columbia Public School District with participating districts, communities, DESE, legislatures, career education centers, business and industry, and professional organizations to ensure that students leaders can successfully compete in a global economy. The Director must be a Champion for Career and Technical Education through vision and action.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Provide leadership necessary to operate a modern CTE system within CPS.
- Articulate and inspire a shared, unified vision of CTE that empowers students, faculty, and staff to reach their full potential.
- Provide leadership within a culture built upon collaboration, trust and the creation of innovative, high-quality instructional programs that reflect cutting-edge trends in business and education.
- Establish and maintain learning environments of rigor and relevance through visible engagement with faculty and students in and beyond the classroom.
- Maintain and enhance partnerships and resources related to area businesses, industries, and labor organizations.
- Maintain membership and participate in professional organizations devoted to career education.
- Lead and implement an aggressive marketing plan that promotes public awareness and increases student enrollment.
- Hire and supervise all faculty and staff in settings with non-traditional schedules, students and program options.
- Support and conduct informal and formal evaluations of teaching and administrative staff to promote continuous learning and improvement of professional practice through frequent classroom observations.

- Oversee scheduling and building use.
- Manage and monitor the budget for CPS CTE.
- Direct the collection, preparation, and submission of state agency forms and reports necessary for area career center operations, including competitive grant funding.
- Collaborate with district staff regarding programing for a mutually beneficial goal.
- Oversee compliance with district policies and state requirements.
- Understand and adhere to Board policies and procedures.
- Perform other duties as assigned.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on polices, regulations and values, visit <http://www.cpsk12.org>.

REPORTING RELATIONSHIPS

Reports To: Chief Schools Officer

Supervises: Career Center Staff

QUALIFICATIONS

Minimum: Missouri CTE Director Certification. Master's Degree in School Administration or equivalent education and experience. Successful experience as a teacher, and administrator in a career center or CTE programs. Experience in CTE financial planning and CTE policy at Federal, State, and local level.

Preferred: Specialist or Doctorate Degree. Proven and successful experience as a career center director. Proven and successful experience as a career education teacher. Proven and successful leadership experience in business and industry. Proven and successful experience in a large school district.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Present information including formal presentations. Respond to questions, concerns, and complaints and respond appropriately. Read, analyze, and interpret complex documents. Write business correspondence, including staff memoranda and articles. Keep information confidential as required by law, policy, or the nature of a particular situation

Computation: Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Interpret instructions furnished in written, oral, diagram or schedule form. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement

Technology: Demonstrate strong computer skills including word processing and working with spreadsheets and databases; understand and submit online reports; Learn new systems and software.

Other Skills: Demonstrate excellent listening, interpersonal, and non-verbal communication skills. Demonstrate excellent written and oral communication skills. Manage multiple tasks simultaneously. Maintain collegial working relationships with staff. Maintain a positive relationship with members of the community. Effectively manage conflict.

Physical Demands: While performing the duties of this position, an employee is regularly required to move about, talk, and hear; Close vision ability to look at a computer screen for long periods of time is required. Travel between district facilities. Moderate amount of travel, both in and out of state.

Attendance: Consistent and regular attendance is an essential function of this position. Expected to attend Board meetings and other District events throughout the community.

Conditions and Environment: The work environment may be consistent with a typical office or school environment; at times, many staff members and/or students may be present and speaking simultaneously. Frequently required to work irregular or extended hours, including evenings and weekends.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer