

Job Title: CTE ASSISTANT PRINCIPAL
Reports to: Campus Principal
Dept./School: Career and Technical Education
Wage/Hour Status: Exempt
Date Revised: May 19, 2025

Primary Purpose

Coordinate the district career and technical education program. Serve as instructional leader in development and improvement of instructional programs in career and technical education.

QUALIFICATIONS

Education/Certification

Master's degree with emphasis in education

Special Knowledge/Skills

Working knowledge of federal and state code governing career and technical education
Ability to manage budget and personnel
Ability to coordinate district functions
Ability to interpret policy, procedures, and data
Strong organizational, communication, public relations, and interpersonal skills
Thorough understanding of school operations

Experience

Complete three (3) years of recent successful full-time teaching experience in CTE
Career and technology supervisory experience preferred.

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Management

1. Work cooperatively with the school administration to ensure that student progress is evaluated on a regular, systematic basis, and that findings are used to make career and technical programs more effective.
2. Facilitate planning and application of technologies in career and technical education program.
3. Work cooperatively with school administration to obtain and use evaluative findings (including student achievement data) to gauge program effectiveness.
4. Ensure that curriculum renewal is continuous and responsive to student needs.
5. Provide career exploration and awareness resources and testing materials to campuses.
6. Serve on state and local committees including Dual Credit and Middle Rio Grande Workforce Solutions committees as requested.
7. Ensure that student admission criterion for each career and technical program is established and meets district and state guidelines.
8. Identify and define local job opportunities for students.
9. Evaluate and recommend improvement in the purpose, design, materials and implementation of district career and technical education programs and facilities to meet job trends and needs.
10. Coordinate and plan with the Special Education Department to ensure that services provided for students with disabilities, through the CTE program, meet state and federal guidelines.

11. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.

School/Organizational Climate and Improvement

12. Promote a positive, caring climate for learning.
13. Deal sensitively and fairly with persons from diverse cultural backgrounds.
14. Communicate effectively with students and staff.
15. Ensure the quick resolution of conflicts.
16. Establish effective systems for communication and ensure that the communication loop is intact (newsletters; faculty meetings; department/grade level meetings; etc).
17. Develop and effectively utilize a standard organizational and operational procedures handbook to facilitate communication and state expectations for individual and staff responsibilities.

Policy, Reports, and Law

18. Recommend sound policies directed to improve program.
19. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in area of career and technical education.
20. Compile, maintain, file, and present all physical and computerized reports, records, and other documents required.
21. Ensure that PEIMS data related to career and technical students is reported accurately and in a timely manner.

Budget and Inventory

22. Work cooperatively with the Chief Compliance and Accountability Officer or designee in the preparation of the fiscal budget relative to the CTE program and service needs.
23. Work cooperatively with the Chief Compliance and Accountability Officer or designee to administer the career and technical budget and to ensure that programs are cost effective and that funds are managed prudently.
24. Maintain a current inventory of supplies and equipment and recommend the disposal and replacement of equipment when necessary.
25. Approve and forward purchase orders to the school administration for review and office approval.

Personnel Management

26. Prepare, review, and revise job description of career and technical education support staff.
27. Develop and make recommendations for training options and/or improvement plans to ensure operation of career and technical education department.
28. Participate in recruitment, selection, and training of CTE personnel.
29. Assist with school mentor program and coach both new teachers and struggling teachers.
30. Assist principal in interviewing, selecting, and orienting new teachers.

31. Define expectations for staff performance with regard to instructional strategies, tests, and classroom management.
32. Works with campus principal and Planning Decision Making committee to plan professional development activities.

Communication and Community Support

33. Conduct activities designed to create awareness of careers and career potential.
34. Recruit employers and businesses to provide learning experience to students and provide assistance as necessary.
35. Articulate the district's mission and goals in career and technical education to the community and solicit its support in realizing mission.
36. Demonstrate awareness of district-community needs, make recommendations to meet those needs and initiate activities, as approved, to meet those needs.
37. Use appropriate and effective techniques to encourage community and parent involvement.
38. Organize a district career and technical advisory committee to evaluate the CTE program on an annual basis and to make recommendations for improvements and/ or innovative programs based on student and community needs.
39. Use appropriate and effective techniques to encourage community and parent involvement.

Student Management

40. Ensure that students are adequately supervised during non-instructional periods.
41. Help to develop a student discipline management system that results in positive student behavior in accordance with Student Code of Conduct and student handbook.
42. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
43. Conduct conferences on student and school issues with parents, students, and teachers.
44. Provide staff development training, as appropriate for faculty to develop or enhance their skills in discipline management.
45. Maintain and submit discipline records as required by the district and state.

Professional Growth and Development

46. Participate in professional development to improve skills related to job assignment.
47. Establish annual goals for professional growth and development. In order to accomplish stated goals, incorporate district training and other resources such as various professional association, Education Service Centers, etc.

Other

- 48. Work closely with system and school staff to support school improvements initiatives and processes.
- 49. Perform other duties assigned by principal.
- 50. Maintain confidentiality of information.

Supervisory Responsibilities

- 51. Supervise and evaluate the performance of support staff.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____