

**Job Title:** DIRECTOR OF CTE  
**Reports to:** Chief Instructional Officer  
**Dept./School:** Career and Technical Education  
**Wage/Hour Status:** Exempt  
**Date Revised:** July 17, 2017

### **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

### **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.

### **Policy, Reports, and Law**

11. Recommend sound policies directed to improve program.
12. 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.
13. Compile, maintain, file, and present all physical and computerized reports, records, and other documents required.
14. Ensure that PEIMS data related to career and technical students is reported accurately and in a timely manner.

### **Budget and Inventory**

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

### **Personnel Management**

19. Prepare, review, and revise job description of career and technical education support staff.
20. Develop and make recommendations for training options and/or improvement plans to ensure operation of career and technical education department.
21. Evaluate job performance of all CTE support staff to ensure effectiveness.
22. Participate in recruitment, selection, and training of CTE personnel.

### **Communication and Community Support**

23. Conduct activities designed to create awareness of careers and career potential.
24. Recruit employers and businesses to provide learning experience to students and provide assistance as necessary.
25. Articulate the district's mission and goals in career and technical education to the community and solicit its support in realizing mission.
26. Demonstrate awareness of district-community needs, make recommendations to meet those needs and initiate activities, as approved, to meet those needs.
27. Use appropriate and effective techniques to encourage community and parent involvement.
28. 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.

**Other**

- 29. Work closely with system and school staff to support school improvements initiatives and processes.
- 30. Perform other duties assigned by supervisor.
- 31. Maintain confidentiality of information.

**Supervisory Responsibilities**

- 32. 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.

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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:** \_\_\_\_\_