Job Title: Career and Technical Education Director  
Exemption Status/Test: Exempt/Administrator  
In an Educational Establishment

Reports to: Associate Superintendent of Curriculum Instruction & Assessment  
Date Revised: May 2017

Dept. /School: Career and Technical Education

Primary Purpose:

Direct and manage the district’s career and technical education department. Ensure that the development and delivery of career and technical education curriculum and instructional program is effective and efficient, incorporates district goals, supports student achievement, and provides career development opportunities for students.

Qualifications:

Education/Certification:
Master’s degree from an accredited university  
Valid Texas Teacher’s Certificate  
Successful public school teaching experience commensurate with area of supervision  
Educational Leadership (Administrative) Certification preferred

Special Knowledge/Skills:
Knowledge of career and technical education programs  
Ability to interpret data and evaluate instructional programs and teaching effectiveness  
Ability to manage budget and personnel  
Ability to implement policies and procedures  
Strong communication, public relations, and interpersonal skills

Experience:
Five years teaching experience  
Three years’ experience in instructional leadership

Major Responsibilities and Duties:

Instructional/Program Management

1. Oversees the development and delivery of career and technical education programs that incorporate district goals and support student achievement.
2. Develop and maintain effective partnerships with employees in the community to provide program enhancements and on-the-job training opportunities for career and technical education students.
3. Participate in the district-level decision-making process to establish and review the district’s goals and objectives related to instructional programs.
4. Monitor and reevaluate career and technical education programs on an ongoing basis using input from community employers, teachers and principals, applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustments to the program where appropriate to meet changing job markets, student, and community needs.
5. Ensure that the necessary time, resources, materials, and technology to support accomplishment of educational goals are available.
6. Engage instructional staff in evaluating and selecting instructional tools and materials to meet student learning needs.

7. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).

8. Plan and provide staff development for career and technical education teachers that supports instructional programs, incorporates input from teachers and principals, and is consistent with the district’s mission.

9. Observe classroom instruction and provide feedback and assistance to career and technical education teachers to facilitate instructional improvement and innovation. Participate in implementing the designated teacher appraisal system.

10. Plan and provide for the development of new and redirected programs as needed.

Policy, Reports, and Law

11. Implement the policies established by federal and state law, State Board of Education rule, and local board policy.

12. Compile, maintain, and file all reports, records, and other documents as required.

Budget

13. Develop and administer the career and technical education budget based on documented program needs and ensure that operations are cost effective and funds are managed prudently.

14. Complete and administer grants including the annual Carl D. Perkins CTE Act Grant Application.

Personal Management

15. Prepare, review and revise job descriptions for the career and technical education department.

16. Select, train, evaluate, and supervise department secretary and make recommendations relative to assignment, retention, discipline, and dismissal.

Communication

17. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.

18. Develop and maintain a network of professional colleagues within Career and Technical Education.

Supervisory Responsibilities:

19. Supervise, evaluate, and recommend the hiring and firing of CTE Department support and administrative staff.

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, frequent keyboarding and use of mouse; occasional reaching

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

Environment: Frequent districtwide travel; occasional statewide travel

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

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