

JOB DESCRIPTION  
Cumberland County School District

CAREER & TECHNICAL EDUCATION DIRECTOR

**Purpose Statement**

The job of Career and Technical Education (CTE) Director was established for the purpose of directing all Career and Technical Education programs with overall system-wide responsibility and authority for the management and coordination of the school system's program and related activities. The CTE Director specifically supervises and ensures the efficient operation and management of the Career and Technical Education mission and supports the overall educational responsibility of the system; providing information and guidance to teachers and schools; and implementing and maintaining services within established guidelines and standards; developing goals and strategic plans; managing assigned budgets; and providing supervision as needed and/or assigned.

This job reports to the Chief Academic Officer.

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**Essential Functions**

- Supervises, administers, and coordinates Career and Technical Education programs.
- Manages program budgets, fund balances, CTE grants (Perkins), Innovative School Grant, and related financial activity for the purpose of ensuring that budget amounts and expenses are within budget limits and that sound fiscal practices are followed.
- Collaborates with teachers, administrators, students, parents, other district personnel, community organizations, and others for the purpose of implementing and maintaining services and/or programs.
- Coordinates Career and Technical Education program components, support needs and materials, manages course offerings, textbook selection, budgets, grants, strategic plans, and other departmental business for the purpose of meeting student needs while complying with Federal, State, District and/or program guidelines.
- Leads and/or participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Assists in the supervision of approved extra-curricular Career and Technical Education duties that support the overall instructional program.
- Provides liaison for the system between the regional/state offices of Career and Technical Education, area Technology Centers, and other post-secondary institutions.
- Maintains a variety of detailed records in written and electronic formats for the purpose of meeting program reporting requirements.
- Prepares budget projections for federally funded Career and Technical Education projects and ensures compliance with federal guidelines.
- Coordinates Transition and Articulation Agreements with post-secondary institutions for the Departments. Monitors programs activities and components (e.g. work based learning, etc.) for the purpose of ensuring that student needs are met while maintaining program and District guidelines.
- Directs the CTE teacher licensing requirements and associated training in order to efficiently provide qualified teachers and proper progress toward advancements.
- Recommends in-service programs for Career and Technical Education to the high school and elementary principals.
- Prepares a variety of program related reports in both manual and electronic formats (e.g. budget, course offering, student participation, purchases, achievement, compliance, etc.) for the purpose of documenting activities, conveying information and ensuring program requirements are met in an effective and timely manner.
- Presents information to District and Community groups (e.g. program offerings, funding status, participation levels, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls.
- Develops, coordinates, and provides guidance and support for elementary school level Career and Technical Education programs, ensuring they interface with the secondary program.
- Organizes and coordinates with the local Career and Technical Education Advisory Board.
- Promotes involvement and understanding of the Career and Technical program for the purpose of meeting the ongoing needs of, and encouraging participation in, the Career and Technical programs related to course offerings.
- Researches, writes, and presents grant information for the purpose of securing the funding needed to meet program needs.
- Supervises assigned program personnel for the purpose of ensuring individual and program performance objectives are met.
- Coordinates and administers the community adult vocational education programs.
- Develops, coordinates, and administers a CTE concentrator student graduation follow-up program.
- Coordinates the supervision of Career and Technical Education student organizations and extended employment programs for the Career and Technical Education teachers.
- Assists in the registration of students for Career and Technical Education classes.

- Coordinates the distribution, preparation, and submission of all county and state Career and Technical Education reports including the student membership, competency profiles, and course concentrators reports.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Requirements: Minimum Qualifications**

**Skills, Knowledge, and Abilities**

SKILLS are required to perform multiple, technical tasks, with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: analyzing; budgeting and cost control; effective listening; facilitating meetings; guiding others; instructional techniques; managing projects/programs; monitoring activities; planning; problem solving; supervision; and uses of technology.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: issues related to career and technical fields; concepts of grammar and punctuation; extensive knowledge of grant administration and implementation; community resources; district policies and procedures; bookkeeping and budgeting practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data required analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 65% sitting, 20% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Experience**

Job related experience with increasing levels of responsibility is required.

**Education**

Bachelor's degree in job related area.

**Equivalency**

None Specified

**Requirement**

This is a certified position

**Continuing Education/Training**

None Specified

**FLSA Status**

Exempt

**Clearances**

Criminal Justice fingerprint/background clearance

**Certificates and Licenses**

Valid TN Teaching License

Valid TN Administrators License

Valid Driver's License & Evidence of Insurability

Persons holding Career and Technical Education Supervisory Positions, including local Director's, supervisors, coordinator specialists, assistant principals for Career and Technical Education, and center administrators, shall have one (1) of the following sets of qualifications:

1. A Bachelor's degree in Career and Technical Education from an accredited four (4)-year college or university, three (3) years of teaching experience in an approved Career and Technical Education program and two (2) years of appropriate employment experience in a recognized occupation;
2. A Bachelor's degree with a Career and Technical Education endorsement, three (3) years teaching experience, two (2) years of appropriate work experience; or
3. An endorsement as a pre-K-12 administrator or secondary supervisor of principal.

**Approval Date**

**Salary Grade**