

Job Title: Director - Career and Technical Education (CTE)

FLSA Exemption Status: Exempt

Term: 220 days

Minimum Qualifications:

1. Valid Tennessee teacher's license; and
2. Administrative or supervisory endorsement and experience in accordance with state law and State Board Rules and Regulations, based on the minimum of a Master's Degree.

Job Objectives/Goals:

To contribute to the implementation of instruction programs and to the improvement of teaching skills in the school system. To help each student obtain maximum benefit from the educational program by diversifying as fully as possible his/her educational opportunities.

Responsibilities and Essential Functions:

1. Develop and administer a comprehensive program of career and technical education;
2. Maintain close working relationships with community and state agencies and area businesses, industries, and labor organizations in order to provide training consistent with needs;
3. Continuously appraise and evaluate the total CTE program to ensure that it achieves the established goals of providing the opportunity to prepare for gainful employment;
4. Maintain current knowledge of all pertinent rules and regulations affecting CTE;
5. Advise and assist in obtaining state and federal funds for the CTE programs;
6. Assume responsibility for the collection, review, and submission to state agencies of all forms and reports relative to CTE;
7. Supervise, and observe, when requested and needed, all instructional personnel in the CTE program;
8. Work to identify and define local job opportunities and the role of the school system in meeting these opportunities;
9. Arrange for specific staff development activities as requested;
10. Interpret the CTE program to the public;
11. Prepare and administer the annual budget;
12. Formulate and implement a state-approved CTE program; use available data to note annual improvements and areas to improve;
13. Make recommendations for long-term adjustments, changes, additions, deletions in the CTE program to meet changing job trends and needs;
14. Assist in the recruitment, screening, and interviewing of prospective CTE teachers;
15. Maintain membership in and participate in the affairs of professional societies devoted to the advancement of CTE;
16. Develop specifications, receive bids, and recommend purchases of appropriate equipment to be used in the CTE program;
17. Attend work on a regular and predictable basis; and
18. Perform other duties as deemed necessary by the Director of Schools.

Skills and Abilities Required:

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Numerical:** Ability to perform arithmetic operations quickly and accurately.
4. **Data Perception:** Ability to understand and interpret information presented in the form of graphs, charts, or tables.

Physical Demands:

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Stooping and/or kneeling
2. Reaching
3. Talking
4. Hearing
5. Seeing

Reports To: Director of Schools or his/her designee

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

