

# WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## Principal/Director of Career and Technical Education Position Description

**LOCATION:** Blue Ridge Technical Center

**JOB CATEGORY:** Professional

**PAY GRADE:** Grades 31

**FSLA:** Exempt

**IMMEDIATE SUPERVISOR:** Assistant Superintendent for Instruction

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

Provides leadership and supervision for career and technical education programs, including budget preparation, staffing, and curriculum development.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Leads, coordinates and supervises Career and Technical Education (CTE) program activities to meet the standards and requirements of the Virginia Department of Education and Warren County Public Schools;
- Prepares annual CTE plan and works in a collaborative manner with other administrators, school personnel, and the community to promote and support the mission and goals of the school division;
- Analyzes data and compiles reports concerning the status of local CTE programs as required by state and federal regulations;
- Assumes responsibility for the organization, administration, and supervision of the CTE instructional program;
- Conducts instructional supervision and evaluation including classroom and teaching observations at Blue Ridge Technical Center;
- Visits classrooms frequently to observe instructional methods, materials, and procedures used by teachers;
- Maintains effective discipline and fosters a safe and positive environment for all students and staff;
- Assists in the preparation of the budget for CTE programs;
- Monitors budget accounts, prepares purchase orders, and seeks bids/quotes, as needed;
- Files for reimbursement for state CTE equipment, Perkins reimbursements and reimbursement for industry certification examinations;
- Seeks and applies for grant funding as appropriate;
- Oversees inventory and purchase of equipment and materials in

- accordance with local, state, and federal policies;
- Plans and coordinates curriculum and staff development activities for career and technical education teachers;
  - Facilitates meetings, formulates agendas, and maintains minutes for the CTE Advisory Committee, PLTW Biomedical Sciences Community Partnership Team, and PLTW Engineering Community Partnership Team;
  - Supports CTE student organizations;
  - Organizes and supervises the Adult Basic Education program at Warren County Public Schools;
  - Serves as the liaison with the regional Adult Basic Education program;
  - Serves as the liaison with Lord Fairfax Community College, attends quarterly Career Pathways meetings, assists in the planning and implementation of Career Pathways activities, and attends Career Pathways events;
  - Informs businesses and community organizations about the purposes, needs and scope of career and technical education programs;
  - Plans and coordinates career education programs including mentorships and job shadowing;
  - Attends state and regional CTE meetings;
  - Facilitates dual enrollment in CTE classes;
  - Arranges for credentialing exams for students;
  - Stays informed of current educational trends;
  - Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilitates;
  - Performs related duties as assigned by immediate supervisor in accordance with the school system policies and practices.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of secondary and special education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching and administration; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students, parents, and community members.

### **EDUCATION AND EXPERIENCE**

Candidate must be a graduate of an accredited college or university. Candidates must possess or be eligible for a Postgraduate Professional License with endorsement as an Administration/Supervision K-12.

### **SPECIAL REQUIREMENTS**

Must possess demonstrated leadership qualities and personal characteristics necessary for working effectively with students, teachers, and parents as attested to by the Division Superintendent of schools.

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **PHYSICAL DEMANDS/REQUIREMENTS**

Duties performed typically in school settings to include: school office, classrooms, gym, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular contact with special needs children is necessary. Regular contact with staff members, students, parents, and community members is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

### **EVALUATION**

Assistant Superintendent of Instruction/Superintendent of Schools will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.