Job Title: Career and Technical Education (CTE) Supervisor

Career and Technical Education (CTE) Director

POSITION SUMMARY: The Career and Technical Education (CTE) Supervisor ensures the efficient operation and management of the Career and Technical Education programs and supports the overall educational responsibility of the system.

ESSENTIAL FUNCTIONS:

- Supervise CTE teachers
- Oversee CTE Programs of Study
- Oversee the acquisition of all equipment
- Oversee the disposal of all equipment
- Responsible for any changes to the CTE federal budget
- Make amendments to move any funds that may need to be re-allocated
- Work with Finance Officer to oversee funds are aligned with the original budget
- Prepare a budget for local funds to be used for Programs of Study
- Prepare a budget for CTE funds for equipment, software, teacher PD, and admin PD
- Work with counselors to appropriately place students in Programs of Study
- Oversee all industry certification testing
- Oversee professional development for CTE teachers
- Oversee the preparation of yearly inventories, tagging of equipment, and submission of the inventory to the State Department of Education
- Oversee Advisory Council luncheons bi-annually
- Organize department meetings for CTE teachers and staff
- Stay current on Carl Perkins Federal and State regulations that affect programs of study
- Attend Regional CTE monthly meetings
- Attend State CTE quarterly meetings
- Attend summer conference annually
- Write the five-year plan
- Review the monthly "statement of expenditures and encumbrances"
- Prepare for Federal program and fiscal monitoring
- Each semester, complete competency, and concentrator reports for each CTE class
- Complete yearly follow-up report
- Develop and administer a comprehensive program of career and technical education
- Maintain close working relationships with community and state agencies and area businesses, industries, and labor organizations to provide training consistent with needs
- 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
- Maintain current knowledge of all pertinent rules and regulations affecting CTE
- Advise and assist in obtaining state and federal funds for the CTE programs

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- Assume responsibility for the collection, review, and submission to state agencies of all forms and reports relative to CTE
- Supervise, and observe, when requested and needed, all instructional personnel in the CTE program
- Work to identify and define local job opportunities and the role of the school system in meeting these opportunities
- Arrange for specific staff development activities as requested
- Interpret the CTE program to the public
- Prepare and administer the annual budget
- Formulate and implement a state approved CTE program; use available data to note annual improvements and areas to improve
- Make recommendations for long-term adjustments, changes, additions, deletions in the CTE program to meet changing job trends and needs
- Assist in the recruitment, screening, and interviewing of prospective CTE teachers
- Maintain membership in and participate in the affairs of professional societies devoted to the advancement of CTE
- Develop specifications, receive bids, and recommend purchases of appropriate equipment to be used in the CTE program
- Perform other duties as deemed necessary by the RCHS administration.

WORK CONDITIONS:
Normal working environment.
240-day contract.
Reports directly to the RCHS Principal.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the ***Fair Labor Standards Act (FLSA)*** regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS:
The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

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