

DIRECTOR OF CAREER TECHNICAL EDUCATION

JOB GOAL:

Plan, organize, monitor and evaluate instruction and support services for the Career Technical Education Center, staff, students; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Oversight of the Career Technical Education Center and related staff for the district. *E*

Monitoring of all District/Site Career Technical Education Programs. *E*

Maintains, tracks, and keeps appropriate records of all related CTE Data and other information necessary for the College Career Indicator (CCI), audits, compliance reviews, program quality reviews, or other assessments. *E*

Oversight of CTE Funding, Reporting, and Compliance. *E*

Serves as District, Site, and State Performance Data Liaison. *E*

Organization and facilitation of industry sector advisory committees. *E*

Assists and makes recommendations in recruiting, screening and hiring instructional support staff for the CTE programs. *E*

Coordinates teaching methodologies and strategies through related staff development activities. *E*

Participates in budget development and expenditure monitoring of funds for CTE programs. *E*

Participates in the evaluation of certificated and classified staff for CTE programs. *E*

Develops and implements long and short-term plans and activities.

Communicates and works with other administrators and District personnel to integrate activities and programs, resolve issues and exchange information. *E*

Perform other duties as assigned. *E*

KNOWLEDGE OF:

Budget preparation and control.

Applicable laws, codes, regulations, policies and procedures.

Rules and regulations of State and Federal categorical programs.

Curriculum development policies and procedures.

ABILITY TO:

Plan, organize and administer the programs and services for CTE Teachers and students.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Create a vision and inspire others to work positively.

Supervise and evaluate the performance of any assigned staff.

REQUIRED QUALIFICATIONS:

Current California Secondary Credential

Valid California Administrative Credential.

Demonstrated successful experience in organization and management.

DESIRED QUALIFICATIONS:

Proven Ability to administer, evaluate, and collaborate with certificated and classified staff.

Proven ability to collaborate with site and district administration.

Proven ability to implement school site and district directives.