

## **Job Title: Career and Technical Education (CTE) Director**

**POSITION SUMMARY:** The Career and Technical Education (CTE) Director 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 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 for consumable supplies less than \$100
- Prepare a budget for federal 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 monthly department meetings for CTE teachers and staff
- Stay current on Carl Perkins Federal and State regulations that affect our programs
- 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
- 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 Director of Schools.

**WORK CONDITIONS:**

Normal working environment.

240-day contract.

Reports directly to the Director of Schools.

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.