

Benton County School District



Job Description:	CTE Director/Alternative School Principal	FLSA Status:	Exempt
Department:	School Level Admin	Code:	
Location:	Benton County Career & Tech Center	Reports to:	Superintendent
Position Type:	Full Time	Version:	
Description of Position: The CTE Director will provide management and leadership of the district's Career and Technical Education program to improve student learning and instruction, including operational, strategic, and special project planning in applied learning. In addition to CTE Director, the candidate will function as principal of the alternative school program and will serve as the instructional and climate leader of the school and, as such, be responsible for the organization and supervision of the school's educational program, operation of the school facility, participation in staff and student activities, and establishment of effective community relations.			
Essential Duties and Responsibilities <ul style="list-style-type: none"> Supervises, observes and evaluates CTE teachers and para-educators; supervises assigned secretarial staff and coordinates and participates in the orientation, training, and, if needed. Prepares preliminary CTE operating budgets and reports on the financial status of CTE programs. Prepares, submits, and manages the annual Carl Perkins Grant, including assuring grant guidelines and reporting requirements are met. Searches out and applies for federal, state and other external sources of funds for CTE programs and activities Works closely with secondary principals, guidance counselors, and other staff in the district and community to inform staff and encourage student interest in CTE programs within a career pathways framework. Works with staff to support students who may need accommodations or modifications for successful participation in CTE programs Assists in the supervision and evaluation of certified and classified staff; assists in the development of educational growth plans for certified and classified staff. Administer the school and its instructional program in all its facets Assist in supervising all support services, including custodial, maintenance, security, food services Assist the guidance program to enhance individual student educational growth and development Supervise the school staff and be responsible for the recruitment, and evaluation of the staff, both licensed and classified Evaluate both classified and licensed staff according to procedures and timelines outlined by the district Assure proper management, maintenance and inventory of materials, equipment, buildings, and grounds Institute a uniform discipline policy and develop a set of practices for student behavior Utilize all resources of the school and the community in developing the most effective educational system Develop and support a community relations program with parents and local community groups as a means of interpreting and furthering school programs and encourage parent and community participation in the school's program(s) Interpret and implement board policies, administrative regulations, and negotiated agreements Develop and provide in-service programs for the staff's professional development and growth Initiate, design, and implement programs to meet specific needs of the school and its students 			

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- Promote a positive, caring climate for learning; deal sensitively and fairly with persons from diverse cultural backgrounds; and communicate effectively with students, staff and parents
- Participate in professional growth to improve skills related to current and future job assignment
- Relate to students with respect while carrying out a positive and effective discipline policy
- Ensure that all school activities are adequately planned and supervised
- Performs other duties as assigned

Qualifications and Education Requirements

- Masters Degree
- Administrative License as Defined by Mississippi Dept. of Education
- Three years successful teaching experience
- Evidence of administrative capabilities including, but not limited to previous administrative assignments
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable carry out instructions furnished in written and oral form.

Reviewed By:	Superintendent	Date:	March 4, 2022
Approved By:		Date:	
Last Updated By:		Date/Time:	

Employee Statement of Understanding

- ☐ I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with Benton School District policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of Benton County School District. All employees are to adhere to the values and ethical standards of the Mississippi Educator Code of Ethics.

(Signature)

(Date)

Benton County School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age disability or veteran status in its programs and activities.