

**Policy GFAD: Job Description: Director of Career and Technology Education**

Status: DRAFT

Original Adopted Date: 10/21/2002 | Last Revised Date: 05/14/2018 | Last Reviewed Date: 05/14/2018

**Job Description: Director of Career and Technology Education**

**QUALIFICATIONS:**

1. AA Certification in Education.
2. Certification in Administration and Supervision.
3. Two Three years teaching experience in recognized area of education.
4. Such alternatives to the above qualifications as required by the MDE

**JOB GOAL:**

Responsible for directing, coordinating, and supervising all career and technology programs in the district and for district-wide planning and coordination of all activities relating to the Career and Technology Center.

**REPORTS TO:**

Superintendent

**PERSONNEL REPORTING TO THIS POSITION:**

1. Instructors
2. Counselor
3. Bookkeeper/Secretary
4. Custodians
5. Students
6. Maintenance
7. Fab Lab Staff

**DUTIES and RESPONSIBILITIES:**

1. Assist the teachers and staff in achieving the goals of the district by supervision, classroom visitation, and conferences in accordance with board policies.
2. Assist in the planning of professional development
3. Assist pupils, parents, and teachers with academic, emotional, and disciplinary problems.
4. Complete and submit all required reports on or before the due date.
5. Interview and recommend to the Assistant Superintendent-Central Office on staff members, new and continuing, for employment. on new and continuing staff members for employment.
6. Assist in the matter of student discipline on the school bus.
7. Supervise buildings and grounds for cleanliness and upkeep.
8. Supervise students during all activities of the school day.
9. Secure and assign substitute teachers.
10. Provide for informing parents of student progress in accordance with board policies.
11. Establish and maintain a close working relationship with parents and students using conferences, community resources, pupil progress reports, and other appropriate methods.
12. Help supervise clerical activities and other auxiliary services.
13. Schedule and supervise fire drills; give notice for storm warnings; see to proper evacuation of buildings.
14. Work with business, industry, professions, and work groups to insure proper identification of needs and better understanding between the schools and communications served by the Center. Collaborate with institutions of higher learning, businesses, industries, professional organizations, and workforce groups to accurately identify needs and foster a stronger understanding between educational institutions and communities served by the Career and Technology Center.
15. Participate in budget deliberations involving the Career and Technology Center needs and funding.
16. Develop necessary assessment procedures as required for evaluation of student learning and teacher and program performance.
17. Coordinate Career and Technology Programs and other school-level programs in the district, including preparing and administering budgets, staff training schedules and program needs.
18. Ability to lift and carry up to 25 lbs. as needed.

**TERMS OF EMPLOYMENT:**

Salary and work to be established by Board Policy GGBA.

**EVALUATION:**

Performance in this position will be evaluated by the Superintendent annually in accordance with provisions of the Board's policies on evaluation.

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