

Model Job Descriptions

HR Services

This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.

Job Title: Career and Technical Education Director

JACK DILLARD

Exemption Status/Test: Exempt/Administrator in an Educational Establishment

Reports to: Jimmy E. Cox

Date Revised:

Dept./School: Career and Technical Education

Primary Purpose:

1- Exceptional 2- Proficient 3- Unsatisfactory

Direct and manage the district's career and technical education department. Ensure that the development and delivery of career and technical education curriculum and instructional program is effective and efficient, incorporates district goals, supports student achievement, and provides career development opportunities for students.

Qualifications:

Education/Certification:

Bachelor's degree from an accredited university

Special Knowledge/Skills:

Knowledge of career and technical education programs
Ability to interpret data and evaluate instructional programs and teaching effectiveness
Ability to manage budget and personnel
Ability to implement policy and procedures
Strong communication, public relations, and interpersonal skills

Experience:

3 years experience in instructional leadership role

Major Responsibilities and Duties:

Instructional and Program Management

- 2 * 1. Oversee the development and delivery of career and technical education programs that incorporate district goals and support student achievement.
- 1 * 2. Develop and maintain effective partnerships with employers in the community to provide program enhancements and on-the-job training opportunities for career and technical education students.
- 2 * 3. Participate in the district-level decision-making process to establish and review the district's goals and objectives related to instructional programs.
- 2 * 4. Monitor and reevaluate career and technical education programs on an ongoing basis using input from community employers, teachers and principals, applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustments to the program where appropriate to meet changing job markets, student, and community needs.
- 1 * 5. Ensure that the necessary time, resources, materials, and technology to support accomplishment of education goals are available.



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- 1 * 6. Engage instructional staff in evaluating and selecting instructional tools and materials to meet student learning needs.
- 1 * 7. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).
- 3 * 8. Plan and provide staff development for career and technical education teachers that supports instructional programs, incorporates input from teachers and principals, and is consistent with the district's mission.
- 1 * 9. Observe classroom instruction and provide feedback and assistance to career and technical education teachers to facilitate instructional improvement and innovation. Participate in the implementing the designated teacher appraisal system.

Policy, Reports, and Law

- 1 * 10. Implement the policies established by federal and state law, State Board of Education rule, and local board policy.
- 1 * 11. Compile, maintain, and file all reports, records, and other documents as required.

Budget

- 1 * 12. Develop and administer career and technical education budget based on documented program needs and ensure that operations are cost effective and funds are managed prudently.

Personnel Management

- 2 * 13. Prepare, review, and revise job descriptions in career and technical education department.
- 2 * 14. Select, train, evaluate, and supervise department secretary and make recommendations relative to assignment, retention, discipline, and dismissal.

Communication

- 1 * 15. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.

Supervisory Responsibilities:

- 1 * Supervise, evaluate, and recommend the hiring and firing of department secretary.

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Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by Jimmy E. Supt.

Date 1-19-16

Received by [Signature]

Date 1/19/16

Recommended a one year extension of the
current two year term contract.
(2015-16) (2016-17) (2017-18)



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