

BRIEF DESCRIPTION OF POSITION:

Under the direction and supervision of the Assistant Superintendent, Educational Services the Director of Career and Technical Education is responsible for assisting with and coordinating the district's program of services in the areas of Career and Technical Education (CTE), and academies.

MAJOR DUTIES & RESPONSIBILITIES:

- a. Coordinates grant procurement, application, program planning and implementation of those services and activities funded by the Carl D. Perkins Vocational and Applied Technology Education Act, as well as any other state or federal resources supporting CTE programs, including academies. **E**
- b. Serves as the district's representative on various county, district and site-level advisory committees related to CTE programs, as well as to the various community-based organizations which support school-to work efforts, and academies.
- c. Builds partnerships with industry, post-secondary institutions, and local junior high schools. **E**
- d. Provides professional development opportunities for certificated personnel, teachers as well as counselors, regarding Career technical education programs and academies especially in the areas of applied academics, integrated instruction, and the development of career paths and articulation agreements. **E**
- e. Provides input to district and site staff in the development, implementation and evaluation of career technical education programs, and academies. **E**
- f. Provides direct assistance to principals, assistant principals and site-level teachers in implementing career technical education, programs, and academies, and in the record keeping and reporting requirements which are mandated within these state and federal programs. **E**
- g. Assists sites in the preparation of annual reports for district staff and Trustees related to the effectiveness of career technical education programs, and academies in terms of student outcomes. **E**
- h. Monitors all state and federal career technical education programs, and academies to ensure a status of compliance with regard to the assurances and mandates of these programs. **E**
- i. Brings to the district's awareness exemplary career technical education programs, and academies for secondary students and keeps informed about the latest research as well as state and national trends in these program areas. **E**
- j. Assists the district in ensuring that special population students have access to and succeed in the various career technical education programs, and academies. **E**
- k. Coordinates and facilitates the regular meetings of career technical education department chairpersons, the district's work experience education teachers and sites' career center technicians. Directly supervises site career center technicians as it relates to CTE activities. **E**
- l. Assists the district in planning and implementing a career technical education program of study with sequential course offerings. Supervises curriculum development for career technical education and academy courses. Identifies career technical education standards for inclusion in core curriculum and identifies foundation standards for inclusion in career technical education courses. Identifies industry-recognized certification for capstone courses. **E**
- m. Monitors program success by analyzing achievement of participating students. Gathers anecdotal information regarding student engagement. **E**
- n. Carefully monitors enrollment figures and determines causation for increase or decreases in numbers. Disaggregates enrollment data to show that special populations have been served. **E**
- o. Meets with Students and Parents to provide guidance and information on programs available in the areas of career technical education, and academies. **E**
- p. Helps publicize and market to parents and the community the district's accomplishments in the areas of career technical education, and academies. **E**
- q. Coordinates and facilitates the regular meetings of Visual and Performing Art Department Chairpersons. **E**
- r. Provides professional development opportunities for Visual Performing Art Teachers. **E**
- s. Coordinates district art and music competitions. **E**
- t. Serves as a Board Member for ACE Charter High School. **E**
- u. Performs other tasks and assumes responsibilities as may be assigned by proper authority. **E**

REQUIREMENTS

WORK YEAR:	Certificated Management Work Year
CREDENTIAL:	Current valid secondary teaching credential; current valid administrative credential.
EXPERIENCE:	Three or more years of successful experience as a teacher or coordinator in vocational education school-to-work programs or Career and Technician Education programs.
SALARY:	Certificated Management Salary Schedule.
BENEFITS:	Medical (employee contribution), 100% dental, vision and life insurance.