

TITLE: DIRECTOR OF CAREER-TECHNICAL EDUCATION

QUALIFICATIONS:

1. Three years' full-time successful experience in Career-Technical Education as a teacher, administrator, supervisor or counselor
2. Minimum of a master's degree, with certification or an endorsement in administration

REPORTS TO: Superintendent

SUPERVISES: All Career-Technical Education staff

JOB GOAL: To provide students enrolled in the Career-Technical Education program with education and training of sufficient excellence to enable them, upon graduation, to enter the job market with well-developed skills, varied intellectual interests and sufficient understanding and curiosity to continue their growth and maturation as workers and as individuals.

PERFORMANCE RESPONSIBILITIES:

1. Formulates and administers a comprehensive, modern program of Career-Technical Education.
2. Maintains close working relationships with community and state agencies and area businesses, industries, and labor organizations in order to provide training consistent with needs; establishes lay advisory committees as needed.
3. Continuously appraises and evaluates the total Career-Technical Education program to achieve the established goals of providing the opportunity for students to prepare for gainful employment.
4. Maintains current knowledge of all pertinent rules and regulations affecting Career-Technical Education.
5. Advises and assists in obtaining state and federal funds for Career-Technical Education programs.
6. Assumes responsibility for the collection, review, and submission of all forms and reports relative to Career-Technical Education to state agencies.
7. Supervises and assists in the evaluation of all personnel in the Career-Technical Education program.
8. Supervises the *12 For Life* Program and its facilitator.
9. Coordinates the gathering, selecting, and analysis of data with respect to jobs available to local high school graduates.
10. Coordinates the continuation of Business-Industry Certification of all Career-Technical Education programs.
11. Coordinates all work-experience programs in the schools.
12. Arranges and directs in-service education for the Career-Technical Education staff.
13. Interprets the Career-Technical Education program to the public.

14. Prepares and administers the departmental budget.
15. Makes recommendations for long-term adjustments, changes, additions, and deletions in the Career-Technical Education program to meet changing job trends and needs.
16. Assists in the recruitment and screening of Career-Technical Education teachers.
17. Coordinates adult Career-Technical Education programs offered by the school system.
18. Performs other duties as assigned by the superintendent.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and benefits shall be paid consistent with the system's approved salary schedule.

EVALUATION: Performance to be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Florence City Schools

Approved by Board of Education 4-26-13