

DIRECTOR – CAREER TECHNICAL EDUCATION

CLASSIFICATION: Administrative

REPORTS TO: Deputy Superintendent

SUPERVISES: Career Technical Education administrative, instructional, paraprofessional and clerical staff comprising the (School District/ISD) Area Career Technical Center

GENERAL JOB FUNCTION: The Director of Career Technical Education administers the (School District/ISD) Area Career Technical Center, implements area-wide Career/Technical education programs and serves as the Career Technical Education regional director and represents all regional programs on the Educational Advisory Group.

MINIMUM QUALIFICATIONS:

1. No physical or mental restrictions that would, with reasonable accommodation, present performance of the essential job functions and responsibilities.
2. Possession of a Master's Degree or better in education (Vocational Education and/or Educational Leadership preferred).
3. Michigan Department of Career Development approval as a Vocational Administrator.
4. A minimum of three years successful experience in an administrative or supervisory position in education.
5. A minimum of three years successful teaching experience.
6. A demonstrated ability in administration, budget management, curriculum development, grants preparation, and school improvement activities.
7. Understanding of and evidence of working in collaborative partnerships with business, labor, higher education and other agencies.
8. Possession of a valid Michigan teaching certificate with Career Technical Education endorsement.
9. Appropriate maintenance of administrative continuing education requirements.

ESSENTIAL JOB FUNCTIONS:

1. Acquires and maintains a thorough knowledge of all laws, rules, regulations, and policies pertinent to Career Technical Education. Interprets such information for the Board, administration, staff, and constituent districts.
2. Provides leadership for promotion, organization, coordination, supervision and evaluation of the total (School District/ISD) Area Career Technical Center program.
3. Works with the Assistant Superintendent of Business and Operations to develop annual departmental budgets. Manages the utilization of those budgets and makes revisions, when necessary.
4. Researches and develops supplemental funding sources for Career Technical Education and its programs.
5. Administers all facets of the Career Technical Education departmental activities.
6. Supervises and evaluates departmental staff according to current Board policy.
7. Formulates and oversees the implementation of professional development activities for teachers, paraprofessionals and administrators from the constituent districts.
8. Maintains an active role in local, regional, and state committees and professional organizations related to Career Technical Education matters.
9. Attends meetings of the Board of Education and provides information to the Board on matters involving Career Technical Education.
10. Performs such other tasks and assumes such other responsibilities as the Deputy Superintendent may assign.

NOTABLE PHYSICAL REQUIREMENTS: None

TYPICAL WORK ENVIRONMENT: Most work is accomplished in a general office environment.

EVALUATION: Employees in this classification are evaluated according to current Board policy.

CREDENTIALS, SPECIAL SKILLS OR KNOWLEDGE, EXPERIENCE AND OTHER EXPECTATIONS FOR THIS POSITION:

1. Technical Knowledge/Skills: A basic knowledge of computer systems is helpful. Familiarity with Federal and State education laws is essential. Expertise in Career Technical Education is also very important, as is a familiarity with operations of K-12 school districts and post-secondary institutions.
2. Planning/Organizational Skills: Much of the Director's job requires comprehensive regional planning and organization of the (School District/ISD) Area Career Technical Center programs.
3. Supervisor Skills: Solid supervisory skills are essential.

OPPORTUNITIES FOR ADVANCEMENT: This is an upper level administrative position. Advancement would only be possible to the executive level positions.

WORK LOCATION(S): Most work is performed at the (School District/ISD) Area Career Technical Center campus, although time is also regularly spent at the (Other Location if appropriate).

TRAVEL EXPECTATIONS: Some travel is required, as meetings or conferences may be scheduled in other areas throughout the state and throughout the District's service area.

Approved _____ Date _____