**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:**

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

**ESSENTIAL JOB FUNCTIONS:**

* 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.
* Provides leadership for promotion, organization, coordination, supervision and evaluation of the total (School District/ISD) Area Career Technical Center program.
* 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.
* Researches and develops supplemental funding sources for Career Technical Education and its programs.
* Administers all facets of the Career Technical Education departmental activities.
* Supervises and evaluates departmental staff according to current Board policy.
* Formulates and oversees the implementation of professional development activities for teachers, paraprofessionals and administrators from the constituent districts.
* Maintains an active role in local, regional, and state committees and professional organizations related to Career Technical Education matters.
* 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:**

* 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.
* 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.
* 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.