

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### DIRECTOR, CAREER AND TECHNICAL EDUCATION

**SALARY SCHEDULE: ADMINISTRATIVE – C**

**COST CENTER: DIRECTOR OF CAREER AND TECHNICAL EDUCATION**

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution with an emphasis in career and technical education.
- (2) Minimum of two (2) years management experience in career and technical education.
- (3) Minimum of three (3) years classroom teaching experience in career and technical education.
- (4) Educational Leadership certification or eligibility for Florida Certification as Local Director of Vocational Education.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Advanced knowledge of the current theories, techniques and methodologies of career and technical, educational and available sources of program funding. Ability to apply and model current professional and technical knowledge in a progressive, forward-thinking environment that promotes and emphasizes 21<sup>st</sup> Century Skills. Experience in the development of a K-12 CTE curriculum design to include:

- integrated, standards-based curriculum, instruction, and assessment
- opportunities for CTE students to engage in and master rigorous and relevant academic and technical skills in both school and workplace settings;
- emphasis on technological proficiency; and
- career pathways from high school to post-secondary education and training

Ability to analyze data from multiple sources to design, implement, monitor, and evaluate successful career and technical education programs. Ability to function as a member of a leadership team and to work as a team member, harmoniously and cooperatively with professional staff and school community.

**REPORTS TO:**

Executive Director of Secondary Education/High Schools

#### JOB GOAL

To plan, implement and evaluate effective career and technical education program offerings.

**SUPERVISES:**

Career and Technical Education Program Specialist  
 Tech Prep Program Specialist  
 Clerical staff as assigned

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Develops, evaluates, and recommends new or expanded programs and curricula in career and technical education for K-12 to meet current and projected workplace needs.
- \* (2) Directs the development of CTE curriculum and career pathways that ensure integration of academic and career technical education with 21<sup>st</sup> Century Skills.

**DIRECTOR, CAREER AND TECHNICAL EDUCATION (continued)**

- \* (3) Directs the development of Small Learning Communities, Professional Learning Communities, and Institute for Research and Reform in Education activities as related to career and technical education program completion and /or certification.
- \* (4) Directs the implementation of programs of study and course offerings that provide students opportunities for program completion, industry certification and funding opportunities for post-secondary education.
- \* (5) Coordinates program offerings and certification based on current and projected local, state and national labor market statistics.
- \* (6) Monitors and updates departmental curriculum that is current with national, regional and local workforce data and contemporary trends and changes.
- \* (7) Facilitates the program review process of career and technical programs; validates the action taken to correct cited discrepancies and provide professional growth and development to raise the rigor and relevance of CTE instruction.
- \* (8) Provides ongoing, relevant professional development opportunities for CTE teachers to ensure implementation of best practices in curriculum, instruction, and assessment.
- \* (9) Promotes and models continuous professional development.
- \* (10) Actively participates and promotes membership of others in professional organizations.
- \* (11) Directs the preparation of applications for Carl Perkins Federal Funds and monitors federal grants, contracts, and state grants for assigned programs.
- \* (12) Assists with grant writing activities related to career and technical education and other areas as assigned.
- \* (13) Oversees the expenditures of federal and state projects and grants to ensure compliance with the objectives and fiscal responsibilities of the grant.
- \* (14) Projects career and technical education FTE annually based on analysis of past usage and new directions.
- \* (15) Develops, implements, monitors, and evaluates program budgets.
- \* (16) Assists with the development of the division budget; prepares department budget.
- \* (17) Maintains current knowledge of District, state, and federal laws, regulations and policies affecting secondary career and technical education and workforce development.
- \* (18) Coordinates department policies with federal, state and District guidelines.
- \* (19) Coordinates and articulates the services and programs with all District divisions.
- \* (20) Serves as a liaison between the Department of Education, public schools, community colleges, universities, the local business and industry community.
- \* (21) Develops, supports, and maintains strong community and business educational partnerships.
- \* (22) Serves as the District contact person for inquiries from school staff, parents and community members.
- \* (23) Directs the implementation of strategies to improve the percentage of job placements and positive employer responses to include executive internships.
- \* (24) Promotes activities related to Tech Prep and legislative issues.
- \* (25) Works to establish and promote career pathways, District advisory committees, and CTE student organizations (CTSO'S)
- \* (26) Assists in the recruitment and screening of career and technical education teachers and facilitates beginning teacher activities.
- \* (27) Prepares or supervises all reports required to be filed with appropriate education agencies in connection with assigned programs.
- \* (28) Recommends specifications for new facilities construction/renovation and the purchase of related equipment, materials and supplies.
- \* (29) Exercises proactive leadership to promote the vision and mission of the District.
- \* (30) Uses appropriate styles and methods to motivate, persuade, gain commitment and facilitate task accomplishment.
- \* (31) Communicates and works effectively with a variety of audiences and exhibits strong written, verbal and technology related skills.
- \* (32) Facilitates problem solving by individuals and groups.
- \* (33) Models and maintains high ethical standards.
- \* (34) Maintains confidentiality regarding school and District matters.

**DIRECTOR, CAREER AND TECHNICAL EDUCATION (continued)**

- \*(35) Demonstrates support for the school District and its goals and priorities.
- (36) Performs other incidental tasks consistent with the goals and objectives of this position.
- \*(37) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 10**

\*Essential Performance Responsibilities