**Job Title:** Director of Career and Technical Education **Exemption Status:** Exempt/Administrative

**Reports to:**  Chief Academic Officer **Term of Employment:** 235 Days **Classification:** Administrator IV

**Dept./School:** Academics/Central Office **Date Revised:** 05-20-2022

# Primary Purpose: Directs, plans, develops and implements essential components of the Reynolds CTE program including curriculum, instruction, assessments, industry certification, and student organizations to ensure quality programs that meet student learning needs.

# Qualifications:

Education/ License/Bonding and/or Testing Required:

* Master’s Degree required.
* Active Oregon Administrative License issued by Teacher Standards and Practices Commission or the ability to obtain licensure.
* Must possess a teaching certificate.
* Oregon Fingerprint and Criminal Check clearance.

Special Knowledge/Skills/Abilities:

* Experience in the design and implementation of CTE curriculum as well as delivery of professional development.
* Experience in creating, implementing, and assessing a strategic plan for Career and Technical Education.
* Experience with grants and data management preferred.
* Knowledge of the development, monitoring, and state and federal requirements of Career and Technical Education, grants, and state reporting.
* Knowledge of current literature, best practices, innovations, and research in the area of CTE.
* Knowledge of existing and emerging technologies, including education, business, and internet software applications.
* Evidence of communication skills and collaborative leadership.
* Ability to lead strategic educational initiatives in the area of CTE that result in measurable improved student achievement.
* Ability to monitor and evaluate student progress and modify plans to meet intended outcomes.
* Ability to build a culture of equity that is student centered; build and sustain productive relationships with families, caregivers, community partners and district stakeholders.

Experience:

* Minimum of four (4) years demonstrated leadership either as a central office administrator or as a PK-12 school-based building administrator, preferably experience as a school principal.
* Experience working in a richly-diverse school community and environment; bilingual or multilingual skills are highly desirable; demonstrated success in understanding and sensitivity to the needs of cultural and ethnic groups and individuals who are English language learners.
* Minimum of five (5) years as a teacher; experience in Career and Technical Education preferred.

# Major Responsibilities and Duties:

**Instructional Leadership:**

1. Provides executive leadership for and directs CTE programming for all students.
2. Works closely with school and district staff, parents, students, and community members to regularly assess the district’s CTE needs and develops short and long-term planning strategies for creating an optimal CTE program.
3. Maintains appropriate direction for CTE-funded programs in accordance with district goals and objectives.
4. Oversees multiple pathways to graduation and continues growth of student earned college credit and industry certifications through partnerships with higher education partners and through industry and labor union partnerships.
5. Ensures that all CTE programs have curriculum and assessments that are aligned with state standards and CTE competencies and provides professional development to CTE staff and administrators.
6. Analyzes information, integrates curriculum, and ensures student achievement in all programs under their direction. Analyzes employment trends and makes recommendations for long-term program adjustments, changes, additions, and deletions accordingly.
7. Administers and oversees both Career and Technical Education as well as Education and Career Action Plans. Ensures that all students have Education and Career Action Plans that are aligned to graduation requirements and college and career readiness standards.
8. Prepares, monitors, and manages the grants for Career and Technical Education program implementation and compliance. Maintains student and program data relative to compliance for CTE grants.
9. Learns and uses District IT systems to perform routine tasks.
10. Uses data effectively to make decisions.
11. Supports, implements, and abides by the District Mission and School Board goals, policies, and strategic plans/actions.
12. Demonstrates an awareness, appreciation, and respect for diverse cultures and individual differences for students, clients, and employees; shows ability to identify culturally relevant issues and to implement services in a proper manner.

**Professional Development:**

1. Maintains membership in and participates in professional organizations devoted to CTE. Develops and maintains partnerships with relevant community organizations to support, complement and enhance the CTE program’s progress.
2. Leads, participates in, and represents the district at meetings, workshops, conferences, and professional activities to remain current on relevant, research-based best practices for school improvement.
3. Develops and provides professional development to strengthen teachers’ and principals’ knowledge and skills at all levels that demonstrates and models effective adult learning.
4. Participates in collaborative planning of effective staff development programs that improve teaching outcomes and student learning.
5. Provides staff leadership by engendering enthusiasm, teamwork and collaborative problem solving.

**Personnel:**

1. Supervises the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions.
2. Recruits, hires, supervises, and evaluates CTE staff.
3. Participates in collaborative planning of effective staff development programs that improve teaching outcomes and student learning.
4. Provides staff leadership by engendering enthusiasm, teamwork and collaborative problem solving.
5. Coordinates and facilitates staff meetings for CTE staff.
6. Promotes professionalism.

**Budget:**

1. Develops and maintains State and Federal budgets to include all CTE revenue and expenditures.
2. Provides oversight of State and Federal CTE budgets.

**Other Duties:**

1. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
2. Performs such other tasks and assumes such other responsibilities as may be assigned by the Chief Academic Officer.

**Supervisory Responsibilities:**

 Directs departmental licensed staff and supervises the work of departmental classified staff.

# Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.

**Lifting:** Occasional light lifting and carrying (less than 15 pounds).

**Environment:** May work prolonged or irregular hours**;**frequent districtwide travel; occasional statewide travel and out-of-state travel.

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by Date

Received by Date