

## BUTLER COUNTY SCHOOLS

### DIRECTOR, CAREER AND TECHNICAL EDUCATION

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Master's degree or higher from an accredited college or university.
- (2) Valid Alabama certification in Administration and Supervision.
- (3) Completed three (3) years of recent successful full-time teaching experience in Career and Technical Education.
- (4) Bilingual and computer skills preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to apply data analysis and evaluation techniques. Demonstrated expertise in the design and evaluation of curriculum services for vocational, or community education. Knowledge of current trends and best practices in vocational, and community education. Knowledge of applicable laws, rules, policies and procedures. Ability to communicate effectively, both orally and in writing.

#### REPORTS TO:

Superintendent

#### JOB GOAL

To formulate and administer a comprehensive, modern program of career and technical education.

#### SUPERVISES:

Career Technical personnel

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Maintain a close working relationship with community and state agencies.
- \* (2) Continuously appraise and evaluate the total career and technical program to achieve the established goals of providing the opportunity for people to prepare for gainful employment.
- \* (3) Maintain current knowledge of all pertinent rules and regulation affecting career and technical education.
- \* (4) Advise and assist in obtaining state and federal funds for career and technical education programs.
- \* (5) Assume responsibility for the collection, review and submission of all forms and reports relative to vocational education to local, state, and federal agencies.
- \* (6) Supervise and evaluate all instructional personnel in career and technical programs.
- \* (7) Coordinate the program evaluation process for the total career and technical program.
- \* (8) Work to identify and define local job opportunities and the role of the schools in meeting those needs.
- \* (9) coordinate all work-experience programs in the schools.
- \* (10) Arrange and direct in-service education for the career and technical staff of the school system.
- \* (11) Supervise career and technical program to insure the State Course of Study requirements are met.

## DIRECTOR, CAREER AND TECHNICAL EDUCATION (Continued)

- \*(12) Prepare and administer the department budget.
- \*(13) Recommend equipment purchase, repair, and disposal for all career and technical programs.
- \*(14) Make recommendation for long-term adjustments, changes, additions, and deletions in the career and technical program to meet changing job trends and needs.
- \*(15) Maintain close working relationship and coordinate activities and discipline with administrators of the high schools.
- \*(16) Assist in the recruitment and screening of career and technical teachers.
- \*(17) Supervise building and ground maintenance at the Career and Technical Center.
- \*(18) Identify special needs of students and assist with the writing, implementation, and evaluation of the IEP's.
- \*(19) Direct guidance activities to assist students in career and technical course selection and occupational choice and decision-making.
- \*(20) Conduct activities designed to create awareness of careers and career potential.
- \*(21) Maintain membership in and participate in the affairs of professional societies devoted to the advancement of career and technical education.
- \*(22) Participate in career and technical education and other conferences, workshops, and other in-service meetings designed to provide professional skills and competencies.
- \*(23) Follow federal and state laws, as well as School Board policies.
- \*(24) Interact with parents, outside agencies, business and community to enhance the understanding of system initiatives and priorities and to elicit support and assistance.
- \*(25) Keep supervisor informed of potential problems or unusual events.
- \*(26) Serve on system, state or community councils or committees as assigned or appropriate.
- \*(27) Assist in the interpretation of programs, philosophy and policies of the system to staff, students, parents and the community.
- \*(28) Work closely with system and school staffs to support school improvement initiatives and processes.
- \*(29) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
- \*(30) Maintain expertise in assigned area.
- \*(31) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- \*(32) Represent the system in a positive and professional manner.
- \*(33) Develop or assist in developing the department budget and monitor its implementation as required.
- \*(34) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \*(35) Develop annual goals and objectives consistent with and in support of system goals and priorities.
- \*(36) Assist in implementing the system's goal and strategic commitment.
- \*(37) Utilize appropriate strategies and problem solving skills to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- \*(38) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(39) Use appropriate styles and methods in identifying potential problems or opportunities for improvement and take appropriate action.
- (40) Perform other duties/ tasks consistent with the goals and objectives of this position.

**DIRECTOR, CAREER AND TECHNICAL EDUCATION (Continued)****PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the System's approved compensation plan.

Length of the work year and hours of employment shall be those established by the System.

**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. 11**

\*Essential Performance Responsibilities