

Date:

Adopted: 11/25/2002

Revised: 3/26/2012

Colquitt County School System
Job Description and Evaluation Instrument

Site: Colquitt County High School
Position Title: Career, Technical and Agricultural Education (CTAE) Director
Reports To: Principal & Superintendent

Primary Function: Maintains / coordinates overall functions / studies of the Career, Technical and Agricultural Education program.

Requirements:

- ❑ **Educational Level:** Masters Degree.
- ❑ **Certification/Licensing:** Leadership Certification
- ❑ **Proficiency Skills:** Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.
- ❑ **Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties.
- ❑ **Five years experience as a teacher in a vocational education program is desired.**

Essential Duties: When used as an evaluation instrument the evaluator is to mark each item by circling S for tasks in which the employee meets or exceeds expectations and NI for tasks in which the employee has not met expectations. The primary reason for this evaluation is to promote growth of the employee necessary to fulfill these expectations.

GENERAL

GENERAL		SCORE	
1.	Maintains a pattern of prompt and regular attendance. Number of annual absences to date:	S	NI
2.	Demonstrates knowledge and proficiency in the use of internet, email and other computer applications as applicable to job responsibilities.	S	NI
3.	Demonstrates appropriate verbal, written and telephone communication skills.	S	NI
4.	Acts in a professional manner and maintains a professional attitude towards the public and colleagues; adheres to cultural diversity guidelines, and exhibits the fundamentals of good public/customer service.	S	NI
5.	Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.	S	NI
6.	Maintains confidentiality of sensitive information and material; adheres to chain of command.	S	NI
7.	Maintains a professional appearance as appropriate for job responsibilities.	S	NI
8.	Provides general administration for the school system's CTAE program:	S	NI
	A. Develops policies and procedures for the vocational/career education program.		
	B. Develops articulation plans and procedures for the middle schools and high school; and the high school and post-secondary educational institutions.	S	NI
	C. Develops and maintains an inventory of tools, supplies, and equipment assigned to vocational program areas.	S	NI
	D. Develops procedures for maintenance of the laboratories and general housekeeping.	S	NI
	E. Plans and coordinates public relations and student recruitment for the vocational program.	S	NI
	F. Prepares state and local reports.	S	NI
	G. Attends board meetings and prepares such reports for the board as the superintendent requests.	S	NI
	H. Implements and conducts an evaluation for the school system's Career Education program.	S	NI
	I. Supervises the Vocational/Career program's instructional process.	S	NI
	J. Develops and prepares the Vocational/Career Education budget.	S	NI
	K. Ensures expenditures are within approved limits.	S	NI
	L. Seeks supportive grants for program improvement.	S	NI
9.	Participates in professional organizations, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.	S	NI
10.	Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.	S	NI
11.	Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style.	S	NI
		SCORE	

12. Communicates vision/mission to school personnel as appropriate.	S	NI
13. Reports to principal about status of programs.	S	NI
14. Makes recommendations of appropriate actions and alternatives to the principal.	S	NI
15. Keeps abreast of and informs the principal of changes in rules and regulations of the Georgia Board of Education and state and federal laws concerning area of responsibility.	S	NI
16. Keeps abreast of and informs the principal of current trends and developments concerning area of responsibility.	S	NI
17. Monitors compliance with policies and laws concerning area of responsibility.	S	NI
18. Enhances the climate of the building and the morale of colleagues.	S	NI
19. Demonstrates loyalty to the school system and administration.	S	NI
20. Performs other duties as assigned by the principal.	S	NI

CTAE Directors must demonstrate proficiency in five out of 7 of the primary dimensions below. For areas of responsibility not assigned a score of NA may be given.

CURRICULUM

	SCORE		
21. Performs curriculum management functions for the school system's CTAE program.	S	NI	NA
A. Keeps abreast of changes and trends in the workforce.			
B. Forms and utilizes the general advisory committee.	S	NI	NA
C. Coordinates the job placement programs.	S	NI	NA
D. Plans and coordinates special emphasis days.	S	NI	NA
22. Assists in designing and developing the vocational curriculum. Assures that curriculum is appropriate for all levels of students and meets guidelines required by GA Dept. of Education for CTAE	S	NI	NA
23. Assists all the CTAE teachers in implementing an individualized method of instruction.	S	NI	NA
A. Keeps teachers abreast of curriculum needs to meet the rapidly changing demands of the workforce.	S	NI	NA
B. Evaluates the instructional program and labs.	S	NI	NA
C. Evaluates curriculum materials.	S	NI	NA

STUDENT PERFORMANCE

24. Provides and ensures that all students in the CTAE programs have the opportunity to participate in community / civic activities through CTAE curriculum related clubs.	S	NI	NA
A. Provides and ensures that students participate in CTAE curriculum related club competitions at local, state, and national levels.	S	NI	NA
B. Encourages/expects high membership in all CTAE curriculum related clubs.	S	NI	NA
C. Ensures that CTAE clubs activities are an extension of the classroom and are curriculum related.	S	NI	NA
D. Works with guidance department to ensure that students are in appropriate programs of study.	S	NI	NA

STAFF PERFORMANCE

25. Conducts appropriate staff evaluations and provides staff with meaningful feedback regarding ways to improve their performance.	S	NI	NA
26. Appraises teacher's / instructor's performance in relation to instructional goals.	S	NI	NA
27. Plans in-service activities with the CTAE staff. Expects teacher participation in in-service activities.	S	NI	NA

COMPREHENSIVE IMPROVEMENT PLANS

28. Provides fiscal and physical planning for the school system's CTAE program.	S	NI	NA
A. Prepares short and long range plans.			
B. Ensures that labs and curriculum are updated to meet the demands of the workforce.	S	NI	NA
C. Ensures that labs and classrooms are a safe facility for learning/training	S	NI	NA
D. Seek supportive grants for program improvement.	S	NI	NA
E. Assist teachers with laboratory layout and management.	S	NI	NA
F. Schedule vocational facilities for maximum use by students and teachers.	S	NI	NA
29. Involves all personnel in supporting efforts of the classroom teachers.	S	NI	NA

ACADEMIC FOCUS

30. Ensure that teachers/instructors continue with professional development.	S	NI	NA
31. Assures that appropriate remediation / tutoring is implemented for students not achieving on grade level.	S	NI	NA
32. Insists that teachers incorporate academics into career education curriculum.	S	NI	NA

ORGANIZATIONAL SETTING AND ADMINISTRATIVE PERFORMANCE

33. Manages the CTAE office efficiently in a neat, clean safe and inviting manner.	S	NI	NA
34. Completes paperwork, reports and made decisions in a timely and responsive fashion.	S	NI	NA

COMMUNICATIONS

35. Communicates the academic standards, objectives and expectations for student performance to all students, parents and the school community.
36. Maintains open two-way communications regarding program initiatives and/or problems with central office.

SCORE		
S	NI	NA
S	NI	NA

Overall Evaluation Score:

☐ Satisfactory☐ Unsatisfactory

SIGNATURES: *Employee's signature only acknowledges receipt of the completed evaluation, not necessarily concurrence with its content. Written comments and/or explanations may be attached, if desired, by the employee or evaluator. Please initial if comments are attached.*

Employee:

Date:

Comments
Attached:

Evaluator:

Date:

Comments
Attached:
