

**Richland Parish School Board**  
**Job Description**

**TITLE:** Career and Technical Education Supervisor

**MINIMUM QUALIFICATIONS:** United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

**QUALIFICATIONS:** Valid Louisiana Teaching Certificate showing Educational Leader (EDL) eligibility or active EDL certificate; previous administrative experience preferred; such alternatives to the preceding qualifications as the Superintendent may find appropriate and acceptable.

**REPORTS TO:** Superintendent

**JOB GOAL:** To identify and provide educational opportunities and related services to all children with disabilities in Richland Parish in the least restrictive environment.

**TERMS OF EMPLOYMENT:** 12 Month

**EVALUATION:** Performance Evaluation, annually

**COMPENSATION:** Adopted RPSB Certified Salary Schedule

**PERFORMANCE RESPONSIBILITIES:**

1. Provide leadership, management, and oversight to the applicable initiatives through the Perkins Grants
2. Promote career and technical education (CTE), and training opportunities for staff and students
3. Provide a flexible and performance-based delivery system for programs to enable Richland Parish students access to CTE pathways and earn industry-based certifications.
4. Promote collaborative efforts among the CTE college program areas and the general education offerings of the community colleges with Richland Parish
5. Research, develop, and implement CTE programs, policies, and procedures
6. Promote implementation of a consistent CTE curricula
7. Plan, develop, and evaluate curriculum changes for CTE programs across schools in Richland Parish
8. Evaluate CTE programs and enhance current CTE programs to provide postsecondary workforce and industry credential opportunities.
9. Oversee articulation and dual credit agreements between LCTCS colleges and other higher education and secondary institutions to evaluate CTE programs for enhancement, consolidation, or deletion.
10. Oversee the JAG-LA program to support students pursuing a Career Diploma through early experiences in foundational career skills, career awareness, mentoring, and work-based learning.
11. Promote professional development among all CTE administration, faculty, and staff
12. Work with internal and external stakeholders, including regularly scheduled meetings, supporting statewide initiatives
13. Represent Richland Parish at various meetings, conferences, and public hearings regarding career and technical education

14. Recommend and leverage existing funding for CTE
15. Supervise CTE staff and evaluate work performance as directed
16. Approve and aid in the development, revision, implementation and evaluation of CTE grant opportunities
17. Ensure accountability and compliance with state and federally mandated requirements, and appropriate measures of performance for fiscal and programmatic outcomes
18. Develop and manage program budgets ensuring operation within approved limits
19. Approve budgets, budgets revisions, and other budgetary reports, records, and activities
20. Perform other duties as assigned.
21. Inform the Superintendent of pertinent personnel and program needs and issues.
22. Provides direct support to assigned school leader(s) and high school guidance counselors.
23. Evaluate school personnel upon request.
24. Assume additional responsibilities as the Superintendent may assign.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/ control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.
18. Direct, coordinate, and/or supervise all personnel for whom you are responsible.
19. Provide staff development as needed or required.
20. Inform pertinent personnel of changes in guidelines, regulations, etc. related to areas of responsibility.

21. Act as technical advisor and resource person to assist others in area(s) of responsibility.

*While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_