

Program Director of Career and Technical Education

Job Description



Job Title:	Program Director of Career and Technical Education	FLSA:	Exempt
Reports to:	Executive Director of Career and Technical Education	Pay Grade:	PR226
Dept/School:	Career and Technical Education	Calendar Days:	226
Contract:	Probationary/Term	Revised:	11.15.22

Primary Purpose

The role of the Program Director of Career and Technical Education is to provide leadership in developing and implementing the district's career and technical education program. The Program Director of Career and Technical Education will ensure that the development and delivery of career and technical education curriculum and instructional program is effective and efficient, incorporate district goals, support student achievement, and provide career development opportunities for students.

Qualifications

Education/Certification:

- Master's Degree in educational administration or related field from an accredited college or university
- General qualifications of a teacher as prescribed by the State Department of Education

Special Knowledge/Skills:

- Knowledge of career and technical education programs
- Ability to interpret data and evaluate instructional programs and teaching effectiveness
- Ability to manage budget and personnel
- Ability to implement policy and procedures
- Strong communication, public relations, and interpersonal skills
- Strong computer/technology skillset, including spreadsheet and database management
- Self-starter who is flexible and able to adapt quickly to alterations in needs or priorities
- Strong strategic planning, communication, and interpersonal skills

Experience:

- Minimum three (3) years of experience as a teacher in an approved career and technical education program

Major Responsibilities and Duties

Benefits Administration

1. Develop, maintain, and revise curriculum for career and technical education to include TEKS, Benchmark Targets, Industry-based Certifications, and workforce information.

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2. Assist in planning, developing, and implementing Career Awareness Programs at the appropriate grade level (K-12).
3. Assist in implementation of the master plan/HB5 for career and technical education.
4. Coordinate district-wide career and technical education activities.
5. Encourage and support the development and implementation of innovative instructional programs to meet campus and district needs.
6. Work with School Assistant Superintendents and campus administrators to develop and implement school-to-work programs that meet campus needs and business and industry standards.
7. Assist in revising and maintaining Career and Technical Education Programs of Study.
8. Assist in revising and improving the Career and Technical Education Handbook.
9. Assist in revising and improving the Career and Technical Education portion of the Course Selection Guide.
10. Attend Region IV Educational Service Center meetings to coordinate efforts with other school districts on Career and Technical Education programs.
11. Involve staff in evaluating and selecting textbooks and other instructional materials.
12. Evaluate software and technology to meet the current needs of business/industry.
13. Assist teachers in finding new subject matter content, teaching methods, and materials.
14. Meet with the Assistant Superintendent of Teaching and Learning, the Executive Director of Career and Technical Education, and Director of Career and Technical Education to meet district staff development and curriculum goals.
15. Meet with principals at instructional leadership meetings to make them aware of curriculum and program issues.
16. Meet with counselors and department chairpersons on a regular basis every other month to assess, plan, coordinate, and share information for the success of career and technical education programs.
17. Work with Lone Star College and other community colleges and universities to develop dual credit and articulated credit programs.
18. Plan and assist in implementing staff development for administrative staff and teachers in career and technical education.
19. Plan and conduct teacher orientation sessions and new teacher training.
20. Verify all department computer records, including contact hours, PEIMS, follow-up and other statistical data campuses.

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21. Analyze facility and equipment needs for optimum teaching and learning; utilize current information to make recommended changes or adjustments.
22. Supervise the processing of program area vendor/stock requisitions.
23. Supervise the processing of program area student/teacher travel.
24. Encourage and assist with the development of youth leadership organizations.
25. Plan and supervise the Career Programs Exposition.
26. Assist in the planning and supervision of CTE events (ie. Outstanding Students of Career and Technical Education, Signing Day, Career Programs Exposition, Career and Job Fair, Program specific shows/events, etc...) Plan and supervise the Future Educator's Signing Day.

Communication

27. Communicate with staff, students, parents, and the community regarding career and technical education programs.
28. Promote career and technical education by assisting in developing videos, newspaper articles, brochures, etc. for the media.
29. Work with the Program Director of Career and Technical Education of Business Partnerships and assist in communicating to schools, students, parents, the community, and business and industry the importance of school-to-work programs.

Communication

30. Implement the policies established by federal and state law, State Board of Education rule, and local board policy.
31. Compile, maintain, and file all reports, records, and other documents as required.

Budget

32. Administer career and technical education budget based on documented program needs and ensure that operations are cost effective and funds are managed prudently

Professional Growth and Development

33. Pursue continuous improvement and growth in knowledge of leadership skills, and career and technical education practices, opportunities, and development.

Other

34. Assume other duties as may be assigned by the Executive Director of Career and Technical Education, Chief Academic Officer, and/or the Superintendent of Schools.

Supervisory Responsibilities

None

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Evaluation

The Program Director of Career and Technical Education's evaluation is a responsibility resting with the Executive Director of Career and Technical Education. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

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

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

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, pulling, and twisting

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

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

Environment: Frequent district wide travel; occasional statewide travel

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.