QUALIFICATIONS:
(1) Master’s degree in Educational Leadership or related field, including Business Management, Organizational Management, from an accredited educational institution.
(2) Five (5) years successful experience in teaching, preferred Career and Technical Education, and/or administrative experience in education, industry, or related field.
(3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of state and school district initiatives in the field of education with a focus on career and technical education (CTE). Knowledge of current technology as it relates to CTE programs, materials, and assessments. Knowledge of learning styles, instructional strategies, and varied teaching methods. Knowledge of current trends, evidence-based research, and best practices related to CTE for college and career readiness. Ability to plan, establish priorities, implement, and conduct staff development activities. Ability to demonstrate leadership skills, written and oral communication skills, and collect and analyze data from a variety of sources, evaluate, and make recommendations. Ability to work cooperatively and collaboratively with other organizations and facilitate meetings.

REPORTS TO:
Director of Treasure Coast Technical Center and Principal of Site Location

JOB GOAL
To develop, coordinate and implement career and technical education (CTE) programs, provide in-service professional development for CTE instructors, and serve as a liaison to schools and the community for career and technical education.

PERFORMANCE RESPONSIBILITIES:
Service Delivery
*(1) Provide leadership and direction for Career and Technical Education (CTE) programs that meet student and community needs.
*(2) Create, control, and administer budgets from state and federal grants.
*(3) Coordinate and assist the process of identifying, selecting, and modifying evidence-based research materials to meet the needs of students with varying backgrounds, learning styles and special needs.
*(4) Communicate effectively with administration, staff, parents, and community about courses, programs, and services.
*(5) Prepare and maintain accurate and timely reports and records.
*(6) Assist in the development of Career and Technical Education at elementary, middle, and high schools.
*(7) Coordinate and assist school-based administration with all CTE state compliance requirements and program needs.
*\(8\) Oversee compliance for CTE teacher certification requirements.
*\(9\) Assume responsibility for program and curriculum development.
*\(10\) Demonstrate initiative in the performance of assigned responsibilities.
*\(11\) Facilitate requisition of materials, supplies, equipment for assigned programs and related personnel.
*\(12\) Assist schools in the development of advisory committees.
*\(13\) Facilitate advisory meetings.
*\(14\) Provide technical assistance in the development of new CTE programs/courses as well as the maintenance of existing programs.

**Inter/Intra-Agency Communication and Delivery**

*\(15\) Maintain a relationship with post-secondary institutions and the development of articulation agreements.
*\(16\) Conduct public relations activities with the community.
*\(17\) Respond to inquiries and concerns in a timely manner.
*\(18\) Keep supervisor informed of potential problems or unusual events.
*\(19\) Serve on district committees as assigned or appropriate.
*\(20\) Use effective, positive interpersonal communication skills.
*\(21\) Identify resources to meet the needs of schools and the community.

**Professional Growth and Improvement**

*\(22\) Facilitate the development, implementation, and evaluation of staff development activities in assigned areas.
*\(23\) Attend training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
*\(24\) Participate in cross-training activities as required.

**Systemic Functions**

*\(25\) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
*\(26\) Follow federal and state laws, as well as School Board policies.
*\(27\) Represent the district in a positive and professional manner.
*\(28\) Demonstrate support for the school district and its goals and priorities.
*\(29\) Ensure adherence to good safety standards.
*\(30\) Assist in interpreting statutes, Department of Education rules, and programs, policies and procedures of the district as they relate to assigned responsibilities.
*\(31\) Enforce School Board, state and federal policies and regulations.

**Leadership and Strategic Orientation**

*\(32\) Assist school-based administration with CTE goals within strategic plans.
*\(33\) Assist in implementing the district’s goals and strategic commitment.
*\(34\) Exercise proactive leadership in promoting the vision and mission of the district.
*\(35\) Set high standard and expectations and promote professional growth for self and others.
*\(36\) Follow attendance, punctuality and other qualities of an appropriate work ethic.
*\(37\) Maintain confidentiality regarding school/workplace matters.
*\(38\) Utilize appropriate strategies and problem-solving tools to make decisions regarding, planning, utilization of funds, delivery of services and evaluation of services provided.
*\(39\) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
*\(40\) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

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.

Job Description Supplement 11

TERMS OF EMPLOYMENT:
Professional/Technical Pay Grade A 220 days worked per year (11 months)
FLSA Exempt

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.