Burleson ISD

**Director of Career and Technical Education**

**Job Title:** Director of Career and Technical Education

**Days:** 225

**Reports to:** Executive Director of Learning

**Salary:** Based on experience

**Dept./School:** Central Administration Office

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**Primary Purpose:**

Direct and manage district career and technical education program and post-secondary readiness and facilities to meet student needs. Serve as instructional leader in development and improvement of instructional programs in career and technical education and post-secondary readiness.

**Qualifications:**

**Education/Certification:**
- Principal’s certification preferred
- Master’s degree with emphasis in education or career and technical knowledge or
- Master’s degree in School Counseling or Career Counseling or
- Bachelor’s degree and current license in any CTE Program or
- One year as a coordinator of work-based learning in a CTE Program

**Special Knowledge/Skills:**
- Working knowledge of federal and state laws and regulations governing career and technical education
- Ability to manage budget and personnel
- Ability to coordinate district functions
- Ability to implement policies and procedures
- Ability to interpret data
- Strong organizational, communication, public relations, and interpersonal skills

**Experience:**
- 5 years career and technical education teaching experience

**Major Responsibilities and Duties:**

**Instructional Management**

Oversee the development of innovative career and technical education instructional programs and post-secondary readiness and ensure that curricular documents, instructional support materials, student assessment instruments, and admission criteria are in place for each program. Ensure that curriculum renewal is continuous and responsive to student needs.

Identify and define local job opportunities for students. Recruit employers to hire students and work with the district to make opportunities for experience learning available. Prepare and review student internship and student job shadowing handbooks. Develop a student interview process, including review workplace ethics and dress code as well as a mock interview program.
Assume responsibility for career and technical education facilities and ensure that equipment and materials are available and in optimal operating condition.

Provide all campuses with career exploration interest surveys and awareness resources and testing materials. Help campus principals with curricular development of 4 year plans.

Evaluate the career and technical education program effectiveness based on evaluative findings (including student achievement data) and recommend changes as needed.

Ensure that student progress is evaluated and that findings are used to make career and technical education programs more effective.

Ensure proper management of online curriculum software.

**Student Management**

Implement district student-management policies and ensure enforcement of the Student Code of Conduct and the student handbook.

Establish and maintain open lines of communication with parents, students, and teachers.

**Policy, Reports, and Law**

Implement the policies established by federal and state law, State Board of Education rule, and local board policy. Recommend sound policies to improve career and technology education.

Compile, maintain, file, and present reports, records, and other documents required.

**Budget and Inventory**

Develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.

Maintain a current inventory of supplies and equipment and recommend the disposal and replacement of equipment when necessary. Approve and forward purchase orders for department to accounting department.

**Personnel Management**

Prepare, review, and revise job descriptions of career and technology department.

Develop training options and/or improvement plans to ensure effective operation of career and technology education department.

In concert with the campus principal, select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.

**Communication and Community Support**

Assist students, parents, and teachers with career, college, and scholarship information.

Use appropriate and effective techniques to encourage community and parent involvement.
**Supervisory Responsibilities:**

In concert with the campus principal, supervise, evaluate, and recommend the hiring and firing of career and technology instructional staff, aides, and support staff.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals  
**Posture:** Prolonged sitting; 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  
**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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.

Reviewed by ___________________________ Date ____________

Received by ___________________________ Date ____________