



Professional Vacancy Richardson ISD

POSITION: DIRECTOR OF CAREER AND TECHNICAL EDUCATION

REPORTS TO: EXECUTIVE DIRECTOR, CTE

CONTRACT PERIOD: 226 DAYS - 12 MONTHS

POSITION CONTROL #20901541

SALARY: LOCAL PAY GRADE: APQ

SALARY RANGE: \$87,216 - \$96,300

PRIMARY PURPOSE: Assist in the management of Career and Technical Education programs

**QUALIFICATIONS AND
SPECIAL SKILLS:** Education/Certification

- Master's degree
- Current hold or eligible to receive Texas Principal or other appropriate Texas certificate

Experience:

- Minimum three years' teaching experience and at least five years as a campus administrator
- Significant secondary CTE experience
- Exhibit evidence of success in maximizing student performance, growth of CTE programs and growth of license and certification programs
- Excel in written and verbal interaction and communication which conveys a positive public presence
- Demonstrate the ability to provide leadership in planning, developing, implementing, and supervising quality, research-based CTE programs

**MAJOR
RESPONSIBILITIES:**

- Assist in hiring, evaluating and supervising teaching and support staff involved within CTE
- Assist with the development and execution of CTE budget
- Develop and grow programs related to current industry demands
- Assist with CTE PEIMS coding
- Assist with development of curricula for CTE programs
- Collaborate with guidance department to provide career planning assessments, activities and programs
- Market CTE programs to all students, parents and community
- Ability to communicate, interact and work effectively and cooperatively with all stakeholders, including business and industry representatives
- Work effectively as a team member for the benefit of the organization
- Execute the CTE vision for the K-12 academic, curricular programs for the RISD
- Closely monitor benchmark data (eg CTE program progress, teacher certifications) at each campus so that positive trends can be shared with other schools and undesirable trends can be reversed
- Display a strong personal commitment, maintain high visibility, accountability, and accessibility by regular, frequent visits to each assigned campus
- Exhibit a knowledgeable, passionate, and enthusiastic commitment to continuous student improvement with a focus on the district's CTE priorities
- Assist with district P-TECH programs and monitor student's success to meet OBM's.
- Collaborate with district facilities department while assisting with CTE bond construction projects

**APPLICATION
PROCEDURE:**

Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>. The application must be complete and three electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references. Applicants will be contacted if an interview is needed.

DEADLINE FOR APPLICATION: UNTIL FILLED

APPROVED:


Christopher B. Goodson, Ed.D.

Assistant Superintendent – Human Resources

DATE:

7/21/22

EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.