



THOMPSON SCHOOL DISTRICT
ADMINISTRATIVE / PROFESSIONAL/TECHNICAL
JOB DESCRIPTION

Job Title: Director – Career Technical Education
Prepared Date: April 2023
Work Year: 260 Days
Department: Learning Services
Reports To: Executive Director of Secondary Education
Salary: APT Salary Schedule Range 13

- The starting salary for Range 13 is \$95,646
- Final salary is determined based on relevant experience

Benefits Include: Health, dental, and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

ABOUT THOMPSON SCHOOL DISTRICT:

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, two K-8 buildings, eighteen elementary schools, five middle schools, five high schools, two charter schools and one CTE campus. Teachers and administrators collaborate with families and community partners to ensure that students are career, college and community ready. Visit the district website at thompsonschoools.org to learn more.

SUMMARY: Leadership and support of all District Career and Technical Pathways, and CTE related Concurrent Enrollment courses. Oversees staff development, and is responsible for all CTE budgeting and the Perkins grant consortium. Responsible for assessing needs, data collection and analysis, and designing programs to increase student achievement. Will lead the ongoing enhancement of Career Pathways programs for the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage, supervise, and evaluate members of the college and career team
- Develops and markets the Career Pathway, Technical Education, Concurrent Enrollment programs, and oversees the ICAP process.
- Directs and oversees the operations of designated programs, implements appropriate processes to develop policies, functional goals and objectives to meet state CTE requirements for funding, Responsible for overseeing program efficiency and required state and district compliance records.
- Evaluates, supervises and directs appropriate professional staff in aligning curriculum, instruction and assessment to support standards, and offering industry credential opportunities for students in all program areas.
- Works with the Career and College Coordinator to oversee the various CTE related Concurrent Enrollment programs in the district.
- Work with CTE staff to ensure program integrity (site visits necessary).
- Serves on district committees and special project groups as needed.
- Lead, write and monitor, with the TSD Finance department, the Perkins Federal Grants Big Thompson Consortium.
- Manage disbursement of CTA Perkins Matching, Career Development Incentive Program (CDIP) and other CTE related budgets.
- Enhance current CTE programs to provide more postsecondary workforce and industry credential opportunities.
- Work with CTE programs and higher education partners to develop articulation agreements to allow students to receive college credit.
- Utilize district work-based learning network to develop and connect business partnerships to CTE programs and teachers and set expectations for CTE teachers to use the features of the network tool.



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- Collaborate with various TSD divisions and departments to ensure that a variety of responsibilities are coordinated such as: teacher certifications, staff credential auditing, program marketing, development of staff is continuing, etc. with a special emphasis on creating materials that are also in Spanish and/or translatable into other languages.
- Reinforce staff use of TEE development templates and standards, instructional design methodologies, and best practices to develop high quality, engaging, competency-based practices.
- Work with building administrators for the hiring of CTE staff.
- Be an active member of NOCO Xello K-12 Collaborative Work Based Learning group to align regional work based learning needs in Northern Colorado.
- More coordination of work between college and career team and special education coordinators.
- Work with Estes Park School District as members of Big Thompson Consortium including mentoring of CTE director and CTE teachers and staff.
- Utilize private sector partnerships for student success partnerships.
- Create, implement, and lead Advisory Boards for CTE programs as directed by Colorado Community College System.
- More work with local, state, and federal grant programs including TEF, ARPA, and CTA
- Lead curriculum development and selection for multiple pathways including resource review, selection, and evaluation.
- Envision, implement, and lead the growth of middle school CTE Programming in TSD
- Perform other duties as assigned.

JOB QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, and ABILITY:

- Demonstrated ability to provide avenues of success for all students.
- Classroom teaching and contractual leadership experience, preferably in relation to Career Pathway, Career and Technical Education, and Concurrent Enrollment programs.
- Demonstrated ability to provide visionary leadership and develop instructional goals to increase student achievement and professional growth of all employees in cooperation with Career Pathway Technical Education, and Concurrent Enrollment programs.
- Demonstrated knowledge of the applications of technology in the instructional learning environment.
- Ability to communicate and mediate effectively with students, parents, staff and the community to ensure a safe and productive learning environment of continuous improvement.

SUPERVISION/TECHNICAL RESPONSIBILITY:

- Review and approve verification of appropriate CTE credentials for the position to ensure District CTE reimbursement.
- Review and evaluate Career and College team and Administrative Assistant on a yearly basis.

EDUCATION AND TRAINING:

- A Master's Degree in Education Leadership or other related field is preferred, but not required.

EDUCATION AND TRAINING:

- Colorado teacher's license required.
- State of Colorado CTE Director Licensure required.
- Colorado drivers license required.

EXPERIENCE:

- Over 4 years' experience in teaching Career and Technical Education



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DIVERSITY OF DUTIES:

Duties are of a somewhat diversified nature but within a particular field of endeavor where the employee is responsible for choice of action within prescribed limits or precedents. Duties for this position will require cross-training across the various aspects of student information.

WORK ENVIRONMENT:

The noise level in the work environment is usually quiet.

SAFETY TO SELF AND OTHERS:

- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your building. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.
- All employees of the district are responsible for maintaining a safe and healthy workplace and ensuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms. The employee is occasionally required to lift up to 25 pounds.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is frequently required to compare, analyze, communicate, coordinate, instruct, synthesize, evaluate and use interpersonal skills.

EQUAL EMPLOYMENT OPPORTUNITY:

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.