

# JOB DESCRIPTION Cumberland County School District

## SECONDARY and CAREER & TECHNICAL EDUCATION SUPERVISOR

### Purpose Statement

The job of Secondary and Career and Technical Education (CTE) Supervisor was established for the purpose of directing all secondary programs including Career and Technical Education programs with overall system-wide responsibility and authority for the management and coordination of the school system's program and related activities. The Secondary Supervisor specifically supervises the secondary school programs, ensures the efficient operation and management of the Career and Technical Education programs, and supports the overall educational responsibility of the system. This supervisor provides information and guidance to teachers and schools; implements and maintains services within established guidelines and standards; develops goals and strategic plans; manages assigned budgets; and provides supervision as needed and/or assigned.

This job reports to Chief Academic Officer for the efficient and effective accomplishment of assigned tasks.

---

### Essential Functions

- Supervises, administers and coordinates secondary programs including the Career and Technical Education programs.
- Manages program budgets, fund balances and related financial activity for the purpose of ensuring that budget amounts and expenses are within budget limits and that sound fiscal practices are followed.
- Approves and assists site administrators with recruiting, screening, hiring, and counseling of high school teachers for the purpose of ensuring that staffing and hiring needs of the high schools are met.
- Collaborates with teachers, administrators, students, parents, other district personnel, community organizations, and others for the purpose of implementing and maintaining services and/or programs.
- Coordinates the secondary program components; matches need and materials; and manages course offerings, textbook selection, budgets, grants, strategic plans, and departmental business for the purpose of meeting student needs while complying with Federal, State, District and/or program guidelines.
- Leads and/or participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Assists in the supervision of approved extra-curricular high school duties that support the overall instructional program.
- Provides liaison for the system between the regional/state offices, area technology centers, and other post-secondary institutions.
- Maintains a variety of detailed records in written and electronic formats for the purpose of meeting program reporting requirements.
- Prepares budget projections for federally funded Career and Technical Education projects and ensures compliance with federal guidelines.
- Coordinates Transition and Articulation Agreements with post-secondary institutions.
- Monitors program activities and components (e.g. work based learning, etc.) for the purpose of ensuring that student needs are met while maintaining program and district guidelines.
- Directs the secondary and CTE teacher licensing requirements and associated training in order to efficiently provide qualified teachers and proper progress toward advancements.
- Recommends in-service programs for high school teachers to the principals.
- Prepares a variety of program related reports in both manual and electronic formats (e.g. budget, course offering, student participation, purchases, achievement, compliance, etc.) for the purpose of documenting activities, conveying information and ensuring program requirements are met in an effective and timely manner.
- Presents information to district and community groups (e.g. program offerings, funding status, participation levels, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls.
- Develops, coordinates and provides guidance and support for elementary school level Career and Technical Education programs, ensuring they interface with the secondary program
- Organizes and coordinates with the local Career and Technical Education Advisory Board.
- Promotes involvement and understanding of the career and technical program for the purpose of meeting the ongoing needs of, and encouraging participation in, the career and technical programs and related course offerings.
- Researches, writes and presents grant information for the purpose of securing the funding needed to meet program needs.
- Supervises assigned program personnel for the purpose of ensuring individual and program performance objectives are met.
- Develops, coordinates and administers a CTE Concentrator student graduation follow-up program.
- Coordinates the supervision of Career and Technical Education student organizations and extended employment programs for the Career and Technical Education teachers.
- Coordinates the distribution, preparation and submission of all county and state Career and Technical Education reports including the student membership, competency profiles, and course concentrator reports.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a variety of sources for the purpose of developing and /or evaluating programs and/or complying with financial, legal and/or administrative requirements.
- Coordinates operations among secondary schools (e.g. personnel, budgets, staff development, testing, planning, curriculum, etc.) for the purpose of ensuring that district objectives are achieved and resources are effectively utilized.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established time frames and in compliance with related requirements.

- Ensures that all schools achieve ambitious student performance gains in all subject areas (e.g. looking at data, performing classroom observations, planning and participating in leadership team meetings) for the purpose of meeting district goals for every student.
- Evaluates programs and/or projects (e.g. curriculum, testing, staff development, etc.) for the purpose of carrying out and achieving objectives within area of responsibility.
- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a district representative.
- Manages a wide variety of programs and processes (e.g. staff development, personnel assignments, testing and assessment, curriculum, etc.) for the purpose of ensuring district compliance with established guidelines.
- Prepares and monitors budget allocations, expenditures and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed
- Researches a variety of topics (e.g. current practices, instructional materials, methods, curriculum guidelines, etc.) for the purpose of developing new programs and/or master plans.
- Supports and coaches secondary school leaders for the purpose of developing instructional leadership and helping them meet ambitious school performance goals.
- Conduct performance appraisals with teachers and principals to assess instructional competencies and develop written programs of improvement as needed.
- Secure, develop, and distribute instructional materials for classroom use including but not limited to textbooks.
- Recommend teaching strategies, techniques and materials for classroom use.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: analyzing; budgeting and cost control; effective listening; facilitating meetings; guiding others; instructional techniques; managing projects/programs; monitoring activities; planning; problem solving; supervision; and uses of technology.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: issues related to career and technical fields; concepts of grammar and punctuation; grant administration; community resources; district policies and procedures: and bookkeeping and budgeting practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 65% sitting, 20% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Master's Degree in Administration and Supervision

**Equivalency** None specified

**Requirement**

This is a certified position.

**Continuing Educ. / Training**

None Specified

**Certificates & Licenses**

Active Tennessee Educator License  
Active Tennessee Administrator License

**Employment Standard.**

Minimum of five (5) years as a Career and Technical Education teacher and Master's Degree in Administration and Supervision  
Valid Driver's License & Evidence of Insurability

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FSLA Status**

Exempt

**Approval Date**

**Salary Grade**