

Job Title:	DIRECTOR OF CTE / POST SECONDARY DEVELOPMENT	Reports to:	Principal
FLSA status:	Exempt	Supervisor duties:	Staff
Classification:	Certified	Approved on:	10/13/2020
Position Summary:	Develop programs to support faculty and students in the development of skills and knowledge of pedagogical approaches; provides coordination, oversight, and assessment of new and existing Career & Technical Education (CTE) programs.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Know and be guided by the curriculum guides of the Arizona CTE Division, district and the school.
- Keep current on the latest educational technology methods.
- Plan, coordinate, and monitor all CTE programs to ensure that they meet or exceed Local Education Agency (LEA), State, and National requirements.
- Plan, Coordinate and monitor student internships.
- Promote the CTE program to include publicity in the form of posters, flyers, brochures, announcements, activities of counselors, open house participation, new student orientations, and parent meetings.
- Promote effective CTE Student Organizations with shared responsibility among teachers.
- Attend regularly scheduled Local Department meetings and disseminate information to CTE teachers and administrators, as appropriate, in the school.
- Publish the CTE department meeting schedule at the beginning of the year.
- Attend regularly scheduled school-based Department Chair meetings, and share information in CTE department meetings.
- Manage the CTE budget for the school and ensure that new items are delivered to the appropriate CTE teacher.
- Assist the receiving teacher in acquiring the services of a technician or other resource in order to place equipment or materials into service immediately.
- Ensure that the database is maintained to identify all special & non-special population students who are enrolled in CTE courses and that all students are being appropriately served.
- Manage data to ensure that data is reported timely and accurately. Attend the meetings to receive the instructions and to ensure that the school's data is ready for transmission.
- Encourage teacher participation and leadership in local, state, regional, and national professional organizations and meetings.
- Coordinates existing CTE programs, including graduate assistant orientation, teaching certificate programs and Faculty Teaching Enhancement Program.
- Coordinate Dual Enrollment in partnership with CCC.
- Coordinate partnership with CAVAIT.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to work comfortably with students, staff, parents, and the community, from diverse backgrounds, while being responsive to their needs
- Demonstrated ability to motivate youth to work to meet high expectations
- Experience with personalized student advising and motivation skills
- Exceptional interpersonal and communication skills with students and parents, written and oral
- Positive experience in working closely with parent and/or community groups
- Willingness to go "above and beyond" to support students in achieving academic goals
- Commitment to continued personal and professional growth

- Willing attitude to be a part of the school team; strong sense of professionalism skills
- Management and organizational ability, common sense, motivation, positive attitude
- Communicate effectively with all members of the school district and community.
- Comply with all district policies, rules and regulations.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Bachelor's degree from an accredited college or university
- Valid Arizona teaching certification
- Prefer a Master's in Career & Technical Education (CTE).
- Experience providing training and support for both teachers and students
- A minimum of three (3) years teaching experience

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; reach with hands and arms and use hands and fingers to handle objects and operate tools, computers and/or controls.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.