

**Job Locator: 1.4.05**

Supervisor of Career & Technical Education

Position Grade: Supervisor ~~III~~-II

Evaluated by: Director of Career & Technical Education

**Job Description:**

The Supervisor of Career and Technical Education is responsible to the Director of Career and Technical Education.

**Responsibilities and duties of this position include:**

1. Plan the development of new academies.
2. Work with new and existing academies to ensure implementation of plans.
3. Evaluates and monitors new and existing academies to ensure program quality and sustainability.
4. Plan the development of new career and technical education (CTE) academies.
5. Evaluate and monitor new and existing CTE programs to ensure program quality and sustainability.
6. Administer the ~~Tech Prep Grant~~. **Carl Perkins Grant**
7. Attend appropriate local, regional, and state meetings to further the cause of career and technical education;
8. Work with local, regional, and state governmental and civic organizations to further the cause of CTE.
9. Assist the CTE Director with awareness and marketing of CTE programs and academies.
10. ~~Assist with~~ **Manage** the publication of the CTE newsletter.
11. Assist the CTE Director with budgeting and resource allocation.
12. Assist the CTE Director with writing and administering workforce development grants.
13. Provide oversight for Adult and Community Education programs.
14. **Coordinate professional development activities for Career and Technical Education teachers and staff.**
15. **Assist in the development of the comprehensive planning for CTE academy expansion.**
16. **Coordinate with school administrators and CTE teachers to determine program and personnel needs.**
17. Assist the CTE Director, as assigned, with other career and technical education related responsibilities.
18. **Coordinate the Industry Certification process for CTE programs as it plays a part in school grades, funding and college credit.**
19. **Coordinate reporting to DOE for all CTE programs and activities.**

**Required Qualifications:**

1. Currently possess, or eligibility to receive a valid Florida Educator's Certificate.
2. Three years successful teaching in Career and Technical Education, or three years school-based experience in Career and Technical Education.
3. Master's Degree in Education Leadership

Board Approved: 5/17/2007

Pending Approval: **June 6, 2013**