

Job Locator: I-1.1.13

Director of Career & Technical Education

Position Grade: Director I

Evaluated By: Assistant Superintendent for Instruction

Job Description:

The Director of Career & Technical Education is responsible to the Assistant Superintendent for Instruction and serves in a staff relationship with other directors.

Responsibilities and duties of this position include:

1. Assist the Superintendent and Assistant Superintendent for Instruction with building community and business partnerships to strengthen the school district and the community at large.
2. Serve as district liaison on local area committees that serve the interest of the school system and the business community.
3. Coordinate with local, state and federal agencies to enhance career and technical education in Clay County.
4. Provide leadership in developing and maintaining public awareness and support the development, operation, and evaluation of the Career and Technical Education programs and academies.
5. Assist principals in the selection, supervision, and evaluation of Career and Technical Education personnel, and recommend, supervise, and evaluate district level technical education personnel.
6. Administration of Career and Technical Education programs based on identifiable needs.
7. Develop comprehensive plan for the district-wide budget for Career and Technical Education.
8. Consult with principals in the comprehensive planning and budgeting for school-based Career and Technical Education programs.
9. Develop plans, schedules, and guidelines for the implementation of Career and Technical Education programs and specifications for facilities.
10. Develop and implement the strategies for Career and Technical Education personnel inservice activities.
11. Develop, implement and evaluate special Career and Technical Education programs for handicapped students.
12. Supervise the preparation of required district, state and federal reports, and projects and develop and supervise proposals for Career and Technical Education.
13. Supervise the county-wide Survey 5 data collection for Career Technical Education.
14. Develop and implement the TechPrep, Carl Perkins and other federal projects.
15. Serve as liaison with the Workforce agencies to support regional Workforce needs.
16. Perform other tasks and assume such other responsibilities as the Assistant Superintendent for Instruction may assign.

Required Qualifications:

1. Posses a Florida Educator's Certificate in a Career and Technical Education subject area.
2. Five years experience in teaching, administration or supervision of Career and Technical Education, three of which must be teaching Career and Technical Education.
3. Valid Florida Educator's Certificate in Administration and Supervision or Educational Leadership.

Desired Qualifications:

1. Valid Florida Educator's Certificate as Director of Vocational Education.
2. Experience supervising or administering Career and Technical Education programs.

Revised: 5/08/86, 6/21/90, 7/01/94,
8/17/95, 11/16/99, 2/20/13
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Board Approval)