



<b>Title:</b>	CTE Director
<b>Reports to:</b>	Assistant Superintendent of Curriculum & Instruction
<b>Terms of Employment:</b>	12 Months
<b>Salary:</b>	NC State Salary Schedule

### **CTE Director's Essential Responsibilities**

#### **1. Accountability**

- a. Develop and implement the annual Career and Technical Education Local Plan based on requirements of state and federal laws.
- b. Measure and analyze performance data to improve instruction and student performance.
- c. Coordinate the annual collection of data including: VEIS (Vocational Education Information System), academic, and technical measures to meet state and federal achievement benchmarks.
- d. Prepare and submit all necessary reports as required by the LEA, State Board of Education and federal law governing Career and Technical Education (Perkins Legislation).

#### **2. Fiscal Management and Compliance**

- a. Plan, develop, direct, monitor, and maintain the Career and Technical Education budgets in accordance with established policies, local planning strategies, Standard Course of Study, and changing needs.
- b. Reconcile financial records and prepare fiscal reports as required.
- c. Ensure compliance with federal, state and local laws, regulations, procedures and policies.
- d. Purchase instructional supplies, materials, and equipment for maintaining and improving
- e. CTE programs and use of technology.
- f. Ensure procedures are established to maintain inventory control of equipment, materials and supplies in compliance with LEA procedures.

#### **3. Curriculum and Instruction**

- a. Provide for comprehensive professional development of teachers and staff inclusive of Career and Technical Education program curriculum/curriculum integration.
- b. Encourage and support the improvement of instruction.
- c. Support and promote active participation of teachers and students in Career and Technical Student Organizations (CTSOs).
- d. Promote cooperative education, internships, shadowing and apprenticeships as instructional methodologies.
- e. Coordinate the maintenance and updating of technology and network components in Career and Technical Education labs.
- f. Develop and implement articulation agreements between secondary and postsecondary institutions to allow a seamless transition for students.
- g. Maintain a current knowledge of curriculum development and instructional strategies resulting in effective education design and delivery.
- h. Implement the instructional management system (IMS) as a total curriculum development and training system.
- i. Support and promote industry credentialing of programs, teachers, and students.

#### **4. Community Involvement and Partnerships**

- a. Promote school and community relations with agencies, individuals, and groups within the community regarding the standards and relevance of Career and Technical Education programs.
- b. Represent the Local Education Agency (LEA) at local, state, and national conferences and serve on tasks force and other committees as deemed appropriate.
- c. Develop partnerships with key external stakeholders such as Business and Industry, Institutes of High Learning, Chamber of Commerce, Workforce Development Board, Economic Development that advocate the value of CTE by fostering high skill, high wage, or high demand career opportunities for students.
- d. Communicate pertinent Career and Technical Education information to the Superintendent, Board of Education, CTE staff and advisory committees.
- e. Continuously appraise, evaluate and promote the Career and Technical Education program utilizing a CTE Advisory Committee.

## **5. Human Resources**

- a. Allocation of funding for Career and Technical Education teachers and coordinators.
- b. Serve as a liaison between the LEA Human Resources Office and the Licensure Division of the State Department of Public Instruction.
- c. Recruit, interview, hire, support, and allocate personnel in Career and Technical Education programs.
- d. Coordinate and supervise Career and Technical Education professional development activities, both school-based and district-wide.
- e. Maintain and support the funding and participation in regional, state and national conferences and workshops for Career and Technical Education in compliance with Fiscal Policy.