



<b>Title:</b>	Director of Secondary Curriculum and CTE
<b>Reports to:</b>	Assistant Superintendent for Curriculum and Instruction
<b>Terms of Employment:</b>	12 Months
<b>Salary:</b>	TBD

Director of Secondary Education/CTE is responsible for planning, administering, and directing all the division's secondary, to include CTE within the middle schools, high school, and alternative school. Position formulates and interprets policies and procedures; ensures compliance with state and federal regulations; administers a budget; and supervises departmental personnel.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required:**

- Master's degree and a North Carolina License in administration and supervision
- Extensive experience in the field of public education to include classroom experience and supervisory/administrative experience
- Budget planning experience
- Comprehensive knowledge of the principles, practices, and current issues in the provision of public education programs. Must possess a demonstrated knowledge of state/federal regulations and accreditation requirements governing public education programs
- The ability to plan, organize and direct a comprehensive secondary education program
- Excellent leadership, supervisory, interpersonal, and communication skills.
- The ability to establish and maintain effective working relationships with parents/guardians, the community, and administrative staff
- Classroom Teaching and Preferred experience as a Secondary Building Level Administrator
- North Carolina Licensure in Curriculum Instruction Supervision or Administration
- Master's Degree in Education-related Field
- All NC State requirements to serve as a Secondary Education/CTE Director

**Supervises:** Program Specialists, Instructional and Digital Facilitators and Administrative Assistant

### **Essential Job Functions:**

1. Initiates and oversees curricular and instructional programs designed to improve instruction and student achievement 6-12
2. Leads the process of creating and revising curriculum guides inclusive of pacing, scope and sequence, instructional strategies, assessments items, aligned resources and linkage to NCSCOS
3. Provides guidance in the selection and use of digital materials, textbooks and other instructional resources
4. Provides leadership in planning and facilitating staff development based on data analysis and individual needs of the schools
5. Oversees, analyzes and monitors pertinent data to ensure alignment with instruction
6. Identify trends and provide feedback and professional development to schools for targeted improvements that results in effective education design and delivery

7. Develops and implements an annual Secondary Department and CTE Local Plan based on requirements of the schools, district, state and federal laws
8. Collects and analyzes data for presentation to various groups including schools and the Board of Education
9. Stays informed of state curriculum changes and updates along with research of best practice
10. Promotes school and community relations with agencies, individuals and groups within the community regarding standards related to college and career readiness/ College for All
11. Works closely with elementary and other directors to ensure vertical articulation and alignment
12. Maintains open communication with all levels of the school system hierarchy; maintains regular contact with other directors to exchange ideas, share information and develop plans; contributes to the team effort of the C & I department
13. Oversees the budgetary needs to support the Secondary/CTE department
14. Serve on district-wide planning teams
15. Prepares and submits all necessary reports as required
16. Develops partnerships and works closely with key external stakeholders to assist with dual Enrollment registration and programs
17. Provides leadership in assessment of instructional needs of the district's dual enrollment Programs to ensure the successful implementation of the College for All initiative
18. Represent the school district in the community and at local, state and national conferences
19. This job description in no way states or implies that these are the only duties to be performed by this employee. The Director will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent and Assistant Superintendent. Scotland County Public Schools reserves the right to update, revise or change this job description and related duties at any time

