

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: Director of Career and Technical Education

Department / Location: JATC

FLSA Classification: Exempt

Supervisors Title: Administrator of Curriculum and Staff Dev. Contract: 242 days

Original date: 04/85 Revised: 01/12 Revised: 07/25 Revised: _____

GENERAL FUNCTION

The **Director of Career and Technical Education** is responsible for the planning, implementation and coordination of all Career and Technical Education programs within the district and for the programs at the Jordan Applied Technology Center and the Southpointe Adult High School. He/she will work in cooperation with the Administrators of Schools for the administrative areas and serve as a resource to the high/middle school principals. He/she will provide indirect leadership to the Career and Technical Education coordinators housed in the comprehensive high schools and will work cooperatively with the Administrator of Curriculum and staff development when planning and implementing in-service programs.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Assist, under the direction of an Administrator for an administrative area, those district administrators who prepare materials and reports, present reports, make recommendation and respond to requests from the Board of Education.
- Provide leadership and direction to ensure that operation and activities of the Career and Technical Education Department and the programs at the Jordan Applied Technology Center and Southpointe Adult High School comply with Board goals, policies and guidelines.
- Interpret and disseminate information to the district administration, employees, community or media concerning career and technical education activities and to respond to their concerns as required.
- Provide professional leadership for community, business and industrial groups to utilize community and parent volunteers and assist in planning and developing activities for information dissemination and needs assessment review.
- Support Human Resources in the employment, assignment and discipline personnel and assist in the interpretation of personnel policies and the designation of salary and other benefits for personnel with the Career and Technical Education Department and special program schools.
- Administer personnel policies and procedures by assigning, evaluating, supervising and utilizing classified employees with the Career and Technical Education Department and assist in the administration of personnel policies at the special program schools.
- Assist in funding, planning and directing Career and Technical Education and special program school in-service and staff development programs as requested.
- Project financial revenue to assure that budget recommendations are developed, monitor budget allocations, and prepare financial reports for the special program schools. Responsible for all State and Federal Career and Technical Education monies, including Carl Perkins funds.
- Assist in planning and management of physical facilities and acquisition and maintenance of equipment, machines, miscellaneous tools and supplies utilized or shared by Career and Technical Education personnel and/or the special program schools.

- Keep abreast of trends and developments in curriculum and instruction and assist in program and curriculum development activities related to Career and Technical Education and the special program schools.
- Assist in determining educational needs and priorities of Career and Technical Education and special program schools and make recommendations regarding the development of appropriate curriculum, instructional programs and/or procedures.
- Assist in the management, implementation, monitoring and evaluation of district, State and Federal Career and Technical Education and special programs and projects. Assures record-keeping procedures and reporting of student progress are in compliance with State and Federal guidelines.
- Assist in the development of attendance policies and procedures related to Career and Technical Education programs and special program schools and monitor these policies and procedures to ensure that maximum revenue is being generated within these programs.
- Act as liaison officer with the State Office of Education, advisory committees, community agencies, other businesses and industrial groups that have a vested interest in Career and Technical Education training programs and programs at special program schools.
- Support the development of appropriate Career and Technical Education health and safety procedures and assist in implementation of these procedures for the benefit of students and employees.
- Monitor district, State and Federal policies and regulations governing Career and Technical Education and special program schools to assure compliance.
- Develop, implement and evaluate short and long-range planning procedures to effectively accommodate management systems, personnel training and accountability in the Department of Career and Technical Education and at the special program schools.
- Keep current in all appropriate areas of professional development and represent the district in appropriate professional organizations on the State, regional and nation level.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a Master's Degree from an accredited college or university.
- Requires a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administration".
- A minimum of three (3) years of administrative experience is required.

- Requires a CTE endorsement with the State of Utah.
- Requires ability to manage people and programs in a supportive and cost effective manner.
- Ability to coordinate and promote CTE and other district programs and classes to students and other personnel, including CTE Career Pathways.
- Knowledge of CTE courses, programs and personnel preferred.
- Requires strong oral and written communication skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Knowledge of CTE funding sources, including Carl Perkins funds preferred.
- Knowledge of applicable software programs related to the CTE program which may include Skyward, Cactus, PATI (State reporting), and ADM (State auditing).
- Requires the ability to establish and maintain a positive working environment.
- Ability to develop and implement policies, guidelines and procedures for the effective utilization of the physical facility of the school.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers and office programs.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. The administrator is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The administrator is occasionally required to use hands to handle or feel.
- The administrator must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.