



# Longview Independent School District

## JOB DESCRIPTION **DIRECTOR OF CAREER AND TECHNOLOGY EDUCATION**

<b>JOB TITLE:</b>	Director of Career & Technology Education	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal, Longview High School	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Curriculum and Instruction	<b>PAY GRADE:</b>	Administrative 6

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### **PRIMARY PURPOSE:**

Direct and manage the district career and technology program; leads the development and improvement of the career and technology instructional programs

### **QUALIFICATIONS:**

#### **Minimum Education/Certification:**

Master's degree from accredited college or university  
Texas Mid-Management or other appropriate Texas certificate  
Valid Texas teaching certificate  
Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser, preferred  
Vocational education certification

#### **Minimum Experience:**

Five years successful career and technology education teaching experience  
Two years supervisory experience

#### **Special Knowledge and Skills:**

- Working knowledge of federal and state code governing career and technology education
- Ability to manage budget and personnel
- Ability to interpret policy, procedures, and data
- Strong organizational, communication, public relations, and interpersonal skills



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### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Direct the school career and technology services to meet students' needs
2. Ensure that student progress is evaluated on a regular, systematic basis, and that the findings are used to make the career and technology program more effective
3. Facilitate the planning and application of technologies in the career and technology program
4. Encourage and support the development of innovative instructional programs, helping teachers to pilot such efforts when appropriate
5. Plan the necessary time, resources, and materials to support instructional staff in accomplishing educational goals
6. Promote a positive, caring climate for learning
7. Deal sensitively and fairly with persons from diverse cultural backgrounds
8. Employ effective interpersonal skills
9. Assess and respond to needs related to job responsibilities
10. Contribute to the recommendation of sound policies directed toward program improvement
11. Design feasible projects implementing innovations
12. Obtain and use evaluative finds, including student achievement data, to examine the effectiveness of the career and technology programs
13. Ensure that curriculum renewal is continuous and responsive to student needs and workforce needs
14. Develop training options and/or improvement plans to ensure the best operation in the area of the career and technology educational program
15. Provide input into the performance of the career and technology staff to ensure effectiveness



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

16. Make sound recommendations relative to personnel placement, transfer, retention and dismissal
17. Direct and manage the district's career and technology program and facilities
18. Ensure that programs are cost effective and funds are managed prudently
19. Compile budgets and cost estimates based upon documented program needs
20. Implement the policies established by federal and state law, State Board of Education rule and the local board policy in the area of career and technology education
21. Compile, maintain, and file all reports, records, and other documents required
22. Establish student admission criteria for each instructional program
23. Identify and define local opportunities for career and technology students
24. Assume responsibility for career and technology facilities and coordinate needed repairs and maintenance
25. Demonstrate support for the student management policies and expected student behavior related to the career and technology education program
26. Establish and maintain open lines of communication by conducting conferences with parents, students, and teachers concerning vital issues
27. Develop professional skills appropriate to job assignment
28. Demonstrate behavior that is professional, ethical and responsible, and serves as a role model for all district staff
29. Articulate the district's mission and goals in the area of the career and technology education to the community and solicit its support in realizing the mission
30. Demonstrate awareness of district-community needs and initiate activities to meet those identified needs



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

31. Demonstrate the use of appropriate and effective techniques for community and parent involvement
32. Comply with district policies, as well as state and federal laws and regulations
33. Adhere to the district's safety policies and procedures
34. Maintain confidentiality in the conduct of district business
35. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom, shop, or office setting)
36. Demonstrate regular and prompt attendance
37. Other duties as assigned

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### **Physical Demands/Environmental Factors:**

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.



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### **EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED DATE: Feb., 2017**