

Hyde County Schools

Director of Career and Technical Education

NATURE OF WORK

Under limited supervision, performs a variety of supervisory and administrative tasks in monitoring and assisting the programs for career and technical education. Employee directs and supervises programs and services for students in career and technical education.

Employee monitors the overall effectiveness of programs and ensures all are implemented within federal, state and local regulations. Employee supervises a group of Career and Technical Education employees.

DUTIES AND RESPONSIBILITIES

Plans, develops, and implements a comprehensive program for students in career and technical education.

Provides direction, consultation and supervision to program employees; consults with centrally based staff and school-based staff on individual cases and on interpretation of federal, state and local policies and procedures.

Develops and implements standards, policies and procedures related to career and technical education; develops short and long range goals for the division; monitors the progress of various services; makes recommendations for changes.

Works in conjunction with the State Department of Public Instruction, the Office for Civil Rights, and various other agencies to meet the needs of students; ensures compliance of programs with federal, state, and local regulations.

Coordinates with local agencies, parents and school personnel to resolve problems and secure needed resources and services.

Responds to calls and correspondence regarding programs and services offered.

Supervises and conducts personnel administration duties for staff, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.

Hyde County Schools

Assists in the preparation of budgets for the programs; coordinates with other departments or agencies to ensure maximum services; monitors expenditures of approved budgets.

Completes random moment in time studies as required by MAC program guidelines.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in Education or a related field and 6 to 9 years of experiences as a program administrator; or any equivalent combination of training and experience which provides the required knowledge; skills and abilities. Certification as a Director of Career and Technical Education.

ESSENTIAL JOB FUNCTIONS

Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally; and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects.

Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics of data, people or things.

Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, contracts, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, policies, etc. using prescribed formats.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including medical, legal and counseling terminology.

Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide;

Hyde County Schools

utilize decimals and percentages.

Requires the ability to deal with people beyond giving and receiving of instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of local, state and federal policies and procedures regarding career and technical education.

Considerable knowledge of the County and School Board policies, procedures and standards regarding education.

Considerable knowledge of the organization and communication channels of the school system.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the current literature, trends, methods and developments in the area of career and technical education.

Considerable knowledge of the principles of supervision, organization and administration.

General knowledge of the North Carolina Standard Course of Study.

Skill in counseling and developing staff.

Ability to assess the needs of students.

Ability to plan, develop, implement and evaluate large programs.

Ability to develop and implement policies, procedures and standards for services offered.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Hyde County Schools

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

REPORTS TO: Superintendent

FSLA STATUS: Exempt

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.