

**South Tippah School District
Career & Technical Education Director
Job Description**

Qualifications:

Masters Degree in Education & Mississippi Administration Certification

Reports To:

Superintendent

Job Goal:

Provide students enrolled in the career and technical education programs with education and training of sufficient excellence that will allow them to possess the skills that will enable them to be career and college ready

Duties & Responsibilities:

1. Formulates and administers a comprehensive, modern program of career and technical education
2. Maintains close working relationships with community and state agencies and area businesses, industries, and labor organizations to provide training consistent with needs, and establishes lay advisory committees as needed
3. Continuously appraises and evaluates the total career and technical program to achieve the established goals of providing the opportunity for students to prepare for gainful employment
4. Maintains current knowledge of all pertinent rules and regulations affecting career and technical education
5. Assumes responsibility for securing state and federal funds for career and technical education programs
6. Assumes responsibility for the timely collection, review, and submission of all forms and reports required by state agencies
7. Supervises and evaluates all instructional personnel in the career and technical education program
8. Coordinates the gathering, selecting, and analysis of data with respect to jobs available to local high school graduates
9. Works to identify and define local job opportunities and the role of the schools in meeting these opportunities
10. Coordinates all work-experience programs in the schools
11. Arranges and directs in-service education for the staff
12. Interprets the career and technical education program to the public
13. Prepares, recommends, and administers the departmental budget
14. Makes recommendations for long-term adjustments, changes, additions, and deletions in the career and technical education program to meet changing job trends and needs
15. Assists in the recruitment and screening of career and technical teachers
16. Assumes personal and professional responsibility for maintaining a current knowledge base in and for advancement of career and technical education

Terms of Employment:

Salary and work year are determined by the School Board

Evaluation:

Performance in this position will be evaluated annually, by the Superintendent in accordance with provisions of the Board's policies on evaluation.

Approved by: _____

Date: _____

Agreed to by: _____

Date: _____