GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: ASSISTANT DIRECTOR - CAREER AND TECHNICAL EDUCATION

EDUCATIONAL PROGRAM SERVICES

GENERAL STATEMENT OF JOB

Serves as Assistant Director to the Director of Career and Technical Education and College Tech Prep. Under limited supervision, performs a variety of supervisory, administrative, and professional tasks to coordinate the implementation and improvements in all components of the Career and Technical Education and College Tech Prep programs. Work involves coordinating the collection and compilation of vocational education data, analyzing the data and making recommendations for improvement plans. Work also involves performing financial responsibilities including monitoring program budgets, approving expenditures, preparing grant applications and assisting in the administration of grant funds. Employee must maintain working relationships with school staff, community, and state agencies as necessary to obtain and communicate information required to implement all aspects of the Career and Technical Education program. Reports to the Director – Career and Technical Education and College Tech Prep.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Coordinates the development of strategies and efforts to meet eight new performance indicators required by the Carl Perkins CTE Improvement Act of 2006 for continued federal CTE funding.

Maintains current knowledge of curriculum updates and requirements for all eight Career and Technical Education curriculum areas and of College Tech Prep.

Maintains current knowledge and prepares for approval the Career and Technical Education Local Planning System for strategic planning, managing performance, and for accountability at the local, state, and federal level.

Researches and maintains current knowledge of local, state, and federal laws, policies, procedures and funding sources necessary to communicate pertinent information to principals and teachers in order to achieve curriculum objectives, changes, and improvements.

Coordinates the collection and compilation of student enrollment data, student post-secondary education and employment data, student CRT competency mastery data, and budget expenditure data by program area, course, and school to develop annual improvement plans and accountability reports required for the Office of Civil Rights, Federal Government accounting office, program audit reports, and grants.

ASSISTANT DIRECTOR - CAREER AND TECHNICAL EDUCATION

Analyzes data, determines if performance standards and benchmarks are met, and makes recommendations for improvement plans.

Collects documentation from new CTE teachers and prepares application for initial teacher licensure. Assists new CTE teachers in finding the prescribed coursework required for licensure.

Negotiates and drafts for approval all CTE contracts – consultant services for staff development, technical assistance for program certification such as NIMS, NATEF, and NCCER; use of IT curriculum materials (Microsoft, Red Hat, Cisco, etc.).

Reviews all requisitions for equipment, materials, supplies and requests for staff development/CTSO participation to ascertain appropriateness of request for the designated technical course curriculum and funding source.

Compiles information, coordinates development of all documents required, and recommends for approval the purchase of equipment, materials, and supplies appropriate for curriculum content, legal fund source.

Coordinates data collection required for facility renovations needed to improve or upgrade course sequences in Career and Technical Education and make recommendations based on data.

Coordinates with personnel, purchasing, payroll, accounts payable, and warehouse staff and vendors to obtain all information and process for approval all documents necessary to maintain accurate fiscal accountability and expenditures of all fund sources to support annual improvement plans.

Maintains working relationship with school staff, community, and state agencies as necessary to obtain and communicate information required to implement all aspects of the Career and Technical Education programs and College Tech Prep.

Works with curriculum specialists to improve, implement, or eliminate program components including applied academic courses.

Collects and analyzes data to determine if program performance standards are met and alters plans to achieve performance standards in the future.

Maintains close working relationships with community and state agencies and area businesses, industries, and labor organizations, in order to provide training consistent with needs, and establishes lay advisory committees as needed.

Maintains membership in and participates in the affairs of professional societies devoted to the advancement of Career and Technical Education and College Tech Prep.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in Education Administration, Education, Counseling, or a related field and 5 years of supervisory vocational education experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must have or be eligible for licensure as a Career and Technical Education Director by the State of North Carolina.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, typewriters, copiers, facsimile machines, calculators, etc. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

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

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, articles, applications, etc. Requires the ability to prepare correspondence, reports, forms, position papers, evaluations, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: 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; and to deal with several abstract and concrete variables.

Verbal Aptitude: 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 standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment.

Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

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

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of all eight Career and Technical Education curriculum areas.

Considerable knowledge of the Federal, State, local, and School Board policies, procedures and standards regarding Career and Technical Education and College Tech Prep.

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 Career and Technical Education Planning and Performance Management System (PPMS), the vehicle for strategic planning, managing performance and

accountability.

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.

Considerable knowledge of funding sources and performance accountability standards required for continued funding.

Ability to use word processing, spreadsheet and file maintenance programs.

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

Ability to evaluate the effectiveness of existing programs.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

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.

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.