

Job Title: Director, Career and Technical Education	Wage/Hour Status: Exempt
Reports to: Executive Director, Advanced Academics	Pay Grade: 108
Dept. /School: Career and Technical Education	Date Revised: November 3, 2021

Primary Purpose

Responsible for directing and managing Career and Technical Education (CTE) in the El Paso Independent School District. Provide leadership to ensure high standards of instructional service. Oversee compliance with District policies, success of instructional programs, and operation of all campus activities. Coordinate the use of facilities with the assistant principals of School Age Parent Center and Sunset High School.

Qualifications**Education/Certification**

Master's Degree

Valid Texas Mid-Management, Administrative, or Principal's Certificate

Valid CTE Teacher Certification

Special Knowledge/Skills

- Leadership ability in working with teachers and students in instructional and managerial administration
- Working knowledge of curriculum and instruction
- Knowledge of Technical Education (CTE) and special programs
- Ability to evaluate instructional program and teaching effectiveness
- Ability to manage budget and personnel
- Ability to interpret and apply Texas Education Agency (TEA) and EPISD policies, procedures and data
- Strong communications, public relations, and interpersonal skills

Experience

Three (3) years teaching experience

Five (5) years administrative or supervisory experience

Major Responsibilities and Duties**Instructional and Program Management**

1. Integrate academics with CTE programs using a coherent sequence of courses. Integrate the English Language Proficiency Standards (ELPS), Career, and College Readiness Standards (CCRS) into CTE education.
2. Establish links between the CTE programs and postsecondary schools to develop seamless transitions through continuous Programs of Study (POS).
3. Initiate, improve, expand, and modernize quality CTE programs, including relevant technology.
4. Develop, improve, expand, and modernize quality CTE programs carried out with funds, including an assessment of how the needs of special populations are being met.
5. Develop relevant Programs of Study (POS) built on a coherent sequence of courses, which include advance measurements of dual credit, articulated courses, and offer national and state certifications.
6. Provide professional development programs to teachers, faculty, administrators, and career guidance and academic counselors who are involved in integrating CTE programs.
7. Assume responsibilities for the planning, operation, supervision, and evaluation of the District CTE educational programs.
8. Maintain the organization and management of the CTE staff.
9. Provide leadership for the instructional growth of teachers by supervising instruction through program evaluations and classroom observations.
10. Review master schedules to ensure that CTE program are of sufficient size, scope, and quality to be effective and in compliance with state and federal guidelines.
11. Represent CTE in district needs assessment for high school and middle school planning.
12. Promote a guidance and counseling program that will be exclusive to preparing young people to manage the dual roles of family member and wage earner.

13. Develop Career and Technical Education programs that will enable students to gain entry-level employment in a high-skill, high-wage job and/or transition to a post-secondary education with dual and articulated credits.
14. Assist in establishing and clarifying CTE short-range and long-range goals that are educationally sound and administratively feasible.
15. Utilize all resources of the District and the community in developing the most effective CTE program.
16. Manage and maintain the District College and Career Readiness Planner (CCRP). Apply additions and enhancements as needed.
17. Ensure CTE Performance-Based Monitoring System (PBMAS) is a continuous plan for improvement.
18. Promote and fund District Career and Technical Student Organizations (CTSO's) through leadership and student competition. Chaperone and supervise local, area, state and national competitions.
19. Provide CTE PEIMS training and ensures that all CTE Fall and Spring PEIMS submissions are complete and accurate.
20. Perform other duties as assigned by supervisor.

Monitor Programs

21. Evaluate CTE facilitators, District CTE counselor, and CTE staff.
22. Make regular and thorough inspections of CTE District property.
23. Review master schedules to ensure that CTE program are of sufficient size, scope, and quality to be effective and in compliance with all state and federal guidelines.

Policy, Reports and Law

24. Assume responsibility for implementing the policies and directives of the Board and TEA.
25. Keep the Superintendent informed of CTE conditions and needs, personnel matters, student accomplishments, and concerns through the established organizational channels.
26. Maintain accurate records and make such reports as required by TEA or as requested by the Superintendent and/or Board.

Budget and Inventory

27. Prepare and submit the CTE budget and monitor allocations and expenditures of funds according to District, state, and federal guidelines and policies.
28. Maintain annual CTE inventories of supplies and equipment and requisitions for any supplies and equipment needed to maintain relevant CTE programs.
29. Ensure efficient fiscal management of CTE including maintaining an accurate accounting system for all CTE assets.
30. Assume responsibility for the proper maintenance of CTE department financial accounts in accordance with administrative policies. These accounts include, but are not limited to, receipts, disbursements, and invoices.
31. Maintain District's salary distribution for CTE faculty and staff.
32. Budget CTE expenditures, complete Carl Perkins Grant, Program Effectiveness Review (PER), document technical skill attainment for the District, and review federal and state final expenditure report.

Personnel Management

33. Interview, select, and orient new CTE staff and advise campus principals regarding the hire of new CTE personnel.
34. Review credentials on existing CTE personnel and the hire of new CTE personnel who require a Statement of Qualification (SOQ)
35. Define expectations for staff performance regarding instructional strategies, and communication with the public.
36. Observe employee performance, record observations and conduct evaluation conferences with CTE staff.
37. Make recommendations relative to personnel placement, transfer, and retention.
38. Confer with subordinates regarding their professional growth; work jointly with them to develop and accomplish improvement goals.
39. Advise campus administration in the planning of CTE and staff development activities and careers.
40. Promote the professional growth of the staff by presenting professional development programs that meet the individual and group needs of professional and auxiliary personnel.
41. Attend professional development activities as directed.
42. Promote professional improvement through activities approved by the Board.

Communication and Community Relations

- 43. Establish and maintain favorable relationships with parents, local community groups, business, and individuals to foster understanding of and solicit support for district objectives and CTE programs.
- 44. Establish and maintain communication with personnel to foster a productive CTE climate.
- 45. Communicate the educational efforts and successes to the scholastic community.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; frequent prolonged and irregular hours; occasional district-wide and statewide travel.

Terms of Employment

226 days; salary to be established by the Board of Trustees

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.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.