

Ed 507.01 Career and Technical Education Director.

(a) An individual shall have the following entry level requirements to be certified as a career and technical education director:

(1) Have completed at least 3 years of successful paid and progressively responsible experience in the field of career and technical education, with experience within the 3 years prior to the application as an administrator, supervisor, or teacher; and

(2) Have:

a. Completed a program approved by the state board of education in career and technical education or administration at the master's degree level or higher and been recommended for this certification by the designated official of the preparing collegiate department of education; or

b. Demonstrated the competencies, skills, and knowledge as listed in (b) below through experience in comparable leadership positions in career and technical education or other professions as specified in Ed 505.03.

(b) Qualifications for career and technical education director shall include the following skills, competencies, and knowledge in the following areas:

*(1) The principles and techniques of effective human resource management, including the following relating to career and technical education personnel:*

- a. Recruitment and selection;
- b. Assignment and deployment of personnel;
- c. Supervision;
- d. Instructional leadership and support; and
- e. Evaluation;

*(2) Fiscal management in the development and administration of a budget;*

*(3) Preparation and management of state and federal fund budgets;*

*(4) Preparation of state and federal applications and proposals;*

*(5) Maintenance of records and inventory of all buildings, equipment and supplies;*

*(6) Preparation and submittal of all state and federal reports as required by law;*

*(7) Solicitation of input from parents, school administrators, teachers, and the business community in the region served by a career and technical education center and consideration of that input in the development of:*

- a. Data collection;
- b. School calendars;
- c. Scheduling;
- d. Transportation; and
- e. Budgets;

*(8) Leadership of career and technical education competency-based programs at a center designated as a regional center under RSA 188-E, including:*

- a. Regional agreements;

- b. Program promotion;
- c. Student recruitment and admissions policies;
- d. Regional and program advisory committees; and
- e. Career and technical student organizations;

*(9) The principles and techniques of leadership for learners including:*

- a. Theories of human development, adult learning, and motivation and the ability to apply this knowledge to conduct effective professional development for beginning and experienced educators;
- b. Theories, principles, and best practices of staff supervision and evaluation and their link to effective implementation of standards-based instruction and assessment;
- c. A variety of theories, principles, and best practices for needs-based professional development programs that support the goals of the school district's improvement plan;
- d. The value of assessing, using, and conducting research to improve student learning;
- e. The development of comprehensive systems of education that foster success for all students, including students with disabilities as well as gifted and talented students;
- f. Planning and facilitating the implementation of a developmentally appropriate standards-based comprehensive curriculum, instruction, and assessment program that includes the effective use of data to improve student learning;
- g. The reporting and use of assessment results to:
  - 1. Inform the school community;
  - 2. Develop school action plans, and;
  - 3. Modify school programs; and
- h. The integrated use of technology, telecommunications and information systems to support curriculum, instruction, and assessment;

*(10) Solicitation of input from parents, school administrators, teachers, and the business community in the region served by a career and technical education center and consideration of that input in the development and implementation of:*

- a. Competency-based curriculum;
- b. State performance indicators relating to data-driven curriculum and student assessment;
- c. Formulation of short- and long-range improvement plans;
- d. Use of technology in support of all school operations; and
- e. Providing customized training programs for businesses, industry, labor and government as they relate to economic trends and programming at the center;

*(11) Relationship of career and technical education to all other curricular areas, integrating these areas consistent with RSA 193-C:3, III and all aspects of industry into the career and technical program curriculum;*

*(12) Management of career and technical programs which includes purchasing of equipment and supplies and supervising and maintaining laboratory facilities;*

*(13) Implementation of the federal, state, and local laws and policies relating to legal requirements for schools, contract management and safe environments and incorporating appropriate safety standards in all learning areas; and*

*(14) Participation in professional organizations relating to career and technical education and career and technical administration.*

Source. #2055, eff 6-16-82; ss by #2714, eff 5-16-84; ss by #4851, eff 6-25-90; EXPIRED 6-25-96

New. #6349, eff 10-5-96, EXPIRED: 10-5-04

New. #8229, eff 12-17-04