

# Job Description

**Job Title:** Director of Career & Technical Education

**Term of Employment:** 12 Month

**Reports to:** Building principal or superintendent with input from principals/superintendents of other schools/districts in the Region

**Approval Date:**

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## Summary:

Administer all aspects of the career and technical programs offered through the [Region # or name of CTE center] Career & Technical Education Center. Duties include: curriculum development; supervision of staff; coordination of enrollments, coordination of transportation and schedules with all schools in the Region; development of budgets; development and administration of Federal Perkins grant; and serving as a liaison between the school and the business community.

This position is specifically required by the [Region # or name of CTE center] Articles of Agreement, article [article #], notarized [date notarized] and by Ed 1401.01 (o):

*“The receiving board shall employ a full-time director of vocational education, who will administer the vocational program within the administrative structure of the respective center.”*

## Job Goal:

Provide career and technical education programs for students attending \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ high schools.

## Requirements:

- NH certification (or evidence of certification eligibility) as director of career and technical education or as principal
- Master’s degree
- Demonstrated ability in secondary school instruction and curriculum development
- Demonstrated ability as an administrator

## Duties and Responsibilities:

- Oversee all aspects of CTE programs and services
- Hire, evaluate and supervise teaching and support staff
- Develop and administer a budget for CTE operations
- Write, implement and administer the Federal Perkins grant
- Maintain all required data and metrics and provide that information as needed to the US and NH Departments of Education and to each SAU
- Coordinate CTE activities, schedules and programs with all schools in the Region
- Participates in the development, adoption and implementation of curricula for CTE programs

- Collaborate with the guidance department(s) to provide career planning activities and programs
- Market CTE programs to all students
- Facilitate technology integration, information, communication, and training for students, staff, community and business leaders
- Represent the CTE as a member of appropriate state and regional educational organizations such as NH Association of Career and Technical Administrators (NHCTA), Technical Education Consortium of NH (TEC-NH), etc.
- Represent the CTE in the community as a member of appropriate organizations such as the Chamber of Commerce, Rotary International, etc.
- Interface with post-secondary institutions to coordinate programs, develop articulation agreements, implement dual credit opportunities (e.g., Running Start) and expand the opportunities for all learners to access appropriate learning opportunities
- Serve as a member of the \_\_\_\_\_ High School administrative team and provide support and assistance to the other members of the team as needed
- Other duties as required

**Evaluation & Professional Growth:**

[Provide specific references to school's Professional Development Plan]