



**Job Title:** Director – Career and Technical Education      **Exemption Status/Test:** Exempt

**Reports to:** Assistant Superintendent of Curriculum,  
Instruction and Assessment      **Date Revised:** October 2021

**Dept. /School:** Career and Technical Education

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**Primary Purpose:**

Direct and manage the district’s career and technical education department. Ensure that the development and delivery of career and technical education curriculum and instructional program is effective and efficient, incorporates district goals, supports student achievement, and provides career development opportunities for students.

**Qualifications:**

**Education/Certification:**

- Master’s degree from an accredited university
- Valid Texas Teacher’s Certificate
- Valid Texas Administrator Certification or other appropriate certification(s)

**Experience:**

- Three (3) years’ of successful public school teaching experience
- Three (3) years’ of successful experience in instructional leadership at campus or district level

**Special Knowledge/Skills:**

- Evidence of extensive knowledge of career and technical education programs
- Evidence of evaluation of instructional programs and program effectiveness
- Evidence of technology integration as essential tool to support program goals
- Ability to work collaboratively with teachers, staff, school leaders, district personnel, school trustees, parents, community, and members of business and industry
- Strong organizational, communication, leadership, public relations and interpersonal skills
- Ability to interpret, analyze and evaluation instructional data
- Ability to manage budget and personnel
- Ability to implement policies and procedures
- Ability to function as a member of a high-performing team
- Ability to work well with a diverse population

**Major Responsibilities and Duties**

1. Oversee the development, delivery and assessment/evaluation of career and technical education programs that incorporate district goals and support student achievement.
2. Develop and maintain effective partnerships with employers in the community to provide program enhancements and on-the-job training opportunities for career and technical education students.
3. Monitor and re-evaluate career and technical education programs on an ongoing basis using input from community employers, teachers and principals, applied research, and student data to determine effectiveness and improve outcomes.

4. Utilize performance outcomes to recommend changes and adjustments to the program where appropriate to meet changing job markets, student, and community needs.
5. Ensure that the necessary time, resources, materials, maintenance and technology to support accomplishment of educational goals are available.
6. Engage instructional staff in evaluating and selecting instructional tools and materials to meet student learning needs while also providing state-of-the-art industry-standard resources.
7. Support instructional resources, training, and classroom instruction to prepare career and technical education students to sit for and earn industry-based certifications (IBCs) that align with their chosen Program of Study.
8. Oversight of tracking and data collection of earned IBCs to coordinate with PEIMS submission for accountability and reimbursement.
9. Participate in planning and oversight of career and technical education dual credit, Advanced Placement (AP), and P-TECH courses/programs to work alongside our Dallas College partners for proper course alignment. Plan and provide staff development for career and technical education teachers that supports instructional programs, incorporates input from teachers and principals, and is consistent with the district's mission.
10. Plan and provide for the development of new and redirected programs as needed.
11. Observe classroom instruction and provide feedback and assistance to career and technical education teachers to facilitate instructional improvement and innovation.
12. Participate in implementing the designated teacher appraisal system and supporting the Teacher Incentive Allotment (TIA) opportunity.
13. Serve as liaison between district and other agencies related to career and technical education.

#### **Policy, Reports, and Law**

14. Implement the policies established by federal and state law, State Board of Education rule, and local board policy.
15. Compile, maintain, and file all reports, records, and other documents as required.
16. Monitor state and federal legislative processes for potential impact on career and technical education programs.
17. Interprets and disseminates TEA career and technical education program related information and directives to staff.
18. Represent the school district in meetings and conferences related to career and technical education programs.

#### **Additional Responsibilities:**

19. Articulate the district's mission, curriculum design, and instructional philosophy to the community and solicit its support in realizing the district's mission and goals.
20. Participate in the district-level decision-making process to establish and review the district's goals and objectives related to instructional programs.
21. Set high standards of conduct, ethical principles, and integrity in decision-making actions and behaviors for self and others and encourage reaching higher standards.
22. Encourage and model innovative thinking and risk taking and view problems as learning opportunities.
23. Use appropriate and effective communication skills to present information accurately and clearly.
24. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
25. Use appropriate and effective techniques to encourage community and parent involvement.
26. Foster rapport between the district and the community through positive involvement in civic activities.
27. Communicate to district staff, parents, students, and community members in a manner that conveys respect, concern, and high expectations.
28. Establish and maintain a professional relationship and open communication with teachers, staff, school leaders, district personnel, school trustees, parents, community, and members of business and industry.
29. Develop and maintain a network of professional colleagues within Career and Technical Education and within the greater community to collaborate and promote current industry trends and relationships.
30. Pursue professional development through reading, attending conference, and being involved with related agencies and organizations.

31. Perform all other duties as assigned.

**Supervisory Responsibilities:**

- 32. Develop and administer the career and technical education budget based on documented program needs and ensure that operations are cost effective and funds are managed prudently.
- 33. Complete and administer grants including the annual Carl D. Perkins CTE Act Grant Application.
- 34. Prepare, review, and revise job descriptions for department staff.
- 35. Select, train, evaluate, and supervise department staff (including CTE coordinators, secretary, and accounting clerk).
- 36. Make staff recommendations relative to assignment, retention, discipline, and dismissal.
- 37. Establish aligned department goals and routinely evaluate progress toward goals.
- 38. Participates in effective budget planning, management, account auditing, and monitoring aligned to the district's vision, mission and goals.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment such as personal computers and peripherals

**Posture:** Prolonged sitting, occasional bending/stooping, pushing, pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; routine statewide travel; some late hours

**Mental Demands:** Work with frequent interruptions; coordinate multiple tasks simultaneously; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.