

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION  
DIRECTOR OF CAREER AND TECHNICAL EDUCATION

QUALIFICATIONS:

- Requires a Vocational Technical Supervisor/Director License
- Candidates must have a minimum of three (3) years experience as a Vocational/Technical or Agricultural Teacher
- Demonstrated leadership skills
- Advanced degree preferred

REPORTS TO:

Superintendent-Director

RESPONSIBILITIES:

1. Direct the education and training of students in designated technical programs to achieve skills which are current, viable and marketable, and that prepare students for career and college.
2. Oversee curriculum development within career areas and ensure that all school technical curricula is aligned to the state frameworks and competencies; ensure that all curricula is mapped, regularly reviewed and updated as needed; ensure all Career and Technical Education programs relate closely to current industry standards.
3. Supervise and evaluate the curriculum, including planning, instruction, assessment and competency tracking.
4. Conduct program evaluations on a rotating basis for career areas; make recommendations for program expansion and closure.
5. Supervise Career and Technical Education teachers in designated Academies; oversee the facilitation of departmental meetings and ensure that agendas and meeting minutes are provided.
6. Supervise and evaluate the Cooperative Education Coordinator; ensure Chapter 74 guidelines and state and federal laws are being adhered to.
7. Supervise and evaluate the Administrative Assistant to the Directors of Career and Technical Education.

8. Develop and submit to the Superintendent-Director, or designee, all departmental budgets; approve the selection of related instructional resources, materials and supplies; ensure that materials and textbooks are reviewed on a regular basis; and approve all purchase requisitions.
9. Assist with the District supervision and evaluation model, including evaluating faculty and staff, as assigned by the Principal; work jointly with the administrative team to ensure that effective strategies for improving instruction and student outcomes are implemented.
10. Assist in the hiring of highly qualified teachers in designated departments.
11. Collaborate with and support the Assistant Principals in resolving student issues when they occur in the Career and Technical Education programs.
12. Collaborate with the Principal and/or appropriate Directors to resolve faculty and staff issues if they occur in the Career and Technical Education program areas.
13. With the Guidance Director and the Community Relations and Partnerships Coordinator, assist in the development and renewal of articulation agreements for designated career areas, in collaboration with local and regional community colleges and universities.
14. Oversee school participation in district, state, and national SkillsUSA and Future Farmers of America (FFA) events and activities.
15. Oversee and approve outside projects for designated academies to ensure that they are related to the curriculum.
16. Follow the Chapter 74 Program Advisory and committee guidelines for designated career areas; ensure the organization and scheduling of meetings.
17. Make recommendations to the Scheduling Coordinator for Career and Technical Education teaching assignments; make adjustments to schedules, as appropriate.
18. In collaboration with the Principal and other Directors, oversee district-wide professional development programs; maintain awareness of changing local, state and federal mandates affecting technical programs.
19. Stay current with educational developments and the literature in the field of career and technical education; attend professional organization meetings and conferences; collaborate with others in the field.
20. Participate in the Mentoring and Induction program for new staff members in collaboration with the Principal, the Director of Human Resources, and the Mentoring and Induction Supervisor.
21. Develop and administer the Perkins grant in collaboration with the Grants Coordinator; apply for other area specific grants, as appropriate.
22. Perform such other tasks and assume such other responsibilities not inconsistent with the role, as assigned by the Superintendent-Director or Designee.

## TERMS AND CONDITIONS OF EMPLOYMENT

1. This is a twelve month position
2. The nature of this position requires hours beyond the regular school day. It is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
3. Salary and fringe benefits to be established by the Superintendent-Director in accordance with the policies established by the School Committee.