



# DIRECTOR – CAREER AND TECHNICAL EDUCATION

## SUMMARY/SCOPE/GOAL

To coordinate the district's vocational education programs toward accomplishment of identified goals. To assist in the planning and implementation of new vocational programs. To develop recommendations for the expenditure of federal/state funds in the support of vocational education.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Master's degree from an accredited educational institutional required.
- Minimum three (3) years successful teaching experience, preferably at the secondary level.

#### PREFERRED/DESIRED:

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- Certified in Vocational Education from the state of Florida.
- Valid Florida Driver's license.

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Supervise and provide direction for the Career and Technical Education staff.
2. Coordinate existing vocational education programs and identify the need for new programs.
3. Provide appropriate in-service training of teachers to update their skills and technical knowledge.
4. Advise principals and teachers with respect to teacher certification requirements, program content, and student performance standards.
5. Work closely with principals to assist them in program development and improvement.
6. Supervise special projects related to vocational education.
7. Prepare budgets and supervise the effective expenditure of funds.
8. Serve as a member of the Brevard Coordinating Council for Vocational and Adult Education.
9. Develop district applications for state and federal vocational funds and other appropriate alternative funding.
10. Provide grant oversight and supervision.
11. Interface regularly with the Director of Secondary Programs and the Exceptional Student Education division to ensure proper articulation with the entire secondary education program.
12. Provide specific information relating to FTE projections for vocational education.
13. Provide information and technical assistance to schools on local, state, and federal regulations affecting vocational programs.
14. Attend vocational education workshops and conferences to maintain current awareness of vocational education programs and trends appropriate to the district.

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15. Develop and revise vocational education curriculum guides and informational products and disseminate to appropriate schools, departments, and agencies.
16. Provide leadership to vocational advisory committees.
17. Assist principals to develop or enhance the effective use of vocational student organizations to provide opportunities for student learning and recognition.
18. Work with Florida DOE Division of Vocational Education in planning and carrying out the state-mandated program reviews and other accountability requirements.
19. Plan and develop collaborative agreements when appropriate to articulate vocational programs with other agencies.
20. Make informative presentations at meetings.
21. Travel from one job site to another.

### OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

## KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

### JOB RELATED:

Knowledge of the purpose and general operation of vocational education programs, related state, and federal regulations, as well as current research and curriculum issues. Ability to develop and manage budgets. Ability to work with other educational departments and related agencies. Effective oral and written communication skills. Ability to interpret and analyze data and prepare report and presentations. Ability to make decisions based upon relevant information. Ability to utilize a personal computer. Ability to meet deadlines while balancing numerous job tasks and functions. Ability to supervise professional and secretarial support staff. Ability to plan and work cooperatively with others to design and equip vocational lab facilities. Ability to travel to district schools and other agencies within the district.

### GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

## PHYSICAL DEMANDS/WORK ENVIRONMENT

### PHYSICAL REQUIREMENTS:

**(M) MEDIUM WORK**

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Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are more than those for Light Work.

### POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

### TRAVEL:

Travel between sites often. Travel out of county rarely.

#### FOR HR USE ONLY:

<b>DIVISION:</b>	Leading and Learning	<b>DEPARTMENT:</b>	Secondary Leading and Learning
<b>TITLE CODE:</b>	D0250	<b>CONTENT BY:</b>	Deputy Superintendent/Chief Human Resources Officer
<b>GRADE:</b>	29	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	NB (Exempt)	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	Submitted 6/22/2021	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	2/1/1998	Developed	Deputy Superintendent/Chief Human Resources Officer
1.1	5/27/1998	Revised	
1.2	2/14/2006	Revised	
1.3	5/25/2016	Revised	
1.4	3/1/2021	New Format	Ellie Kelly – Human Resources
2.0	6/22/2021	Updated grade to 29	Beth Thedy, Ed.D.

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*