

POSITION DESCRIPTION

JOB TITLE: Secondary CTE Director

DEPARTMENT: CAREER AND TECHNICAL EDUCATION

DIVISION: ACADEMIC AFFAIRS

SALARY RANGE: \$ \$70,036 - \$75,676 , COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: Exempt

IMMEDIATE SUPERVISOR: Vice President of CTE

SCHEDULE DETAILS: PROFESSIONAL/FULL-TIME/12 MONTH POSITION

DATE OF LATEST REVIEW/REVISIONS: May 16, 2022

Position Summary

The Secondary CTE Director will provide instructional leadership and will be the chief administrator for all CTE programs at the high school level. The director is responsible for the supervision of students, faculty, and facilities. The director will assist the Vice President of Career and Technical Education in advancing and strengthening all technical education programs by promoting and developing high-quality programs that lead to high-skilled jobs and career opportunities.

Essential Job Duties

- Supervises Career and Technical Education (CTE) programs as a building-level administrator.
- Leads the implementation of professional development for faculty and staff under their supervision.
- Supports 5S strategies to ensure a safe, organized, and effective educational environment for staff and students.
- Lead work-based learning initiatives for the high school programs.
- Support the development of Business and Industry Leadership Teams (BILTs) and monitor program effectiveness, identifying areas for improvement and opportunities for growth.
- Coordinate all courses' planning, development, scheduling, and evaluation, including hiring staff and instructor positions. Maintains secondary CTE budgets and grants.
- Conducts annual program reviews guided by state and federal CTE practices in collaboration with other college administrators and personnel.
- Supervises all faculty and staff through regular evaluations to meet the division and college's stated goals.
- Coordinate space allocation and equipment acquisition and use.
- Works collaboratively with area high school counselors, Crowder admissions, and marketing staff to promote high school programs and recruit students.
- Develops and maintains positive relationships with all college and area high school personnel.
- Plans and maintains secondary CTE program budgets.
- Assists with all state and federal CTE grant accountability, budgeting, and purchasing to support CTE programs.
- Serve as liaison between technical education programs, local industries, and local education agencies.
- Collaborates with faculty and other Crowder administrators to develop plans for DESE Enhancement Grants to support technical programs.
- Oversees the curriculum development and maintenance for programs, supporting dual credit efforts.
- Is active in appropriate professional organizations.
- Oversees the development and implementation of Registered Youth Apprenticeship programs.
- Performs other related tasks as required.

Required Knowledge, Skills & Abilities

- Five years of teaching experience
- Knowledge of CTE programs and CTSOs
- Master's Degree or higher in a technical education field or educational leadership.
- Missouri CTE Director certification or the ability to obtain.

- Ability to establish and maintain positive working relationships with faculty, staff, administrators, students, and community members.
- Understanding of and commitment to the community college philosophy and mission.
- Ability to handle confidential material judiciously
- Must submit to and have a clean criminal background check.

Preferred Knowledge, Skills & Abilities

- Terminal degree in educational leadership.
- Missouri CTE Director certification.
- Familiarity with federal, state, and local laws relating to secondary and technical education and ability to translate statutory provisions into applicable college policies, regulations, and procedures.
- A demonstrated record of skills in the following areas: educational leadership, curriculum development, student discipline, facilities management, and decision-making.
- Knowledge of or experience with model technical education programs and colleges.
- Understanding of school financial practices

Equipment/Software

- Information Technology abilities required:
 - Skills necessary to utilize a computer to manage and improve instruction.
 - Ability to operate a computer using a Windows environment.
 - Ability to work on a computer within the Crowder College network environment.
 - Ability to utilize email.
 - Ability to perform essential Microsoft Office 365 tasks (MS Word, MS Excel, MS PowerPoint)
 - Ability to perform basic Learning Management System functions

Working Environment

- Generally, indoors in a regular office/classroom/lab environment with minimal exposure to temperature changes, noise, dust, or chemicals.
- Typical college working hours, but adjustment of hours involving evening and weekend work may be required.
- Travel to other instructional sites or locations is occasionally required for meetings and events.
- A neat appearance and appropriate businesslike apparel are required.
- The work environment characteristics described here represent those an employee encounters while performing this job's essential functions. Reasonable accommodations may enable individuals with disabilities to perform essential functions.

Physical

- Generally sedentary work but will involve mobility within the campus and various sites, light lifting, and physical activities involved in clinical supervision/teaching duties.
- Input, access, and distribute information using computers.
- While performing the duties of this job, the employee is occasionally required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.

Language/Communication Skills

- Ability to communicate effectively with various people, including staff, students, and the general public, in written and oral mediums.
- Ability to positively interact with a broad range of people both on and off-campus.

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