

Supervisor of Career and Technical Education

Reports to: Superintendent

FLSA Status: Exempt

SUMMARY:

Plans, directs and implements policy and program plans, develops and coordinates local education programs to improve teaching and learning through the integration of the curriculum in the career and technical setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates and supervises career and technical program activities to meet the standards and requirements of the Virginia Department of Education;
- Collects data and compiles reports concerning the status of local career and technical education programs as required by State and federal regulations;
- Assists in the preparation of the School Board budget for career and technical education;
- Provides for the evaluation of the school staff in compliance with policies prescribed by the Scott County School Board;
- Visits the classrooms frequently to observe first-hand the instructional methods, materials, and procedures used by teachers;
- Supervises the Adult Education program within the division;
- Oversees the procedures for care, maintenance, inventory, and purchase of equipment and materials in accordance with local, state, and federal policies;
- Plans and coordinates curriculum and staff development activities for career and technical teachers;
- Facilitates meetings of the career and technical education advisory committee;
- Supports student organizations of career and technical education programs by participating in youth organization events and activities;
- Promotes a cooperative working relationship with employers of students, public officials, management, labor, and other organizations in the community;
- Plans and implements a continuous program of public information which is designed to inform business and lay persons about the purposes, needs and scope of career and technical education programs;
- Plans and coordinates career education programs including work-based learning experiences of mentorships and job shadowing;
- Communicates a clear vision of excellence and continuous improvement consistent with the goals of the school division;
- Ensures career and technical school develops and implements a school improvement plan that results in increased student learning;

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- Stays informed of current educational trends and programs for division schools;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilitates;
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Models non-discriminatory practices in all activities;
- Complies with and supports school and division regulations and policies;
- Performs related duties as assigned by the Superintendent in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated ability and professional and personal characteristics necessary for working effectively with school personnel and members of the community. The ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students, parents, and members of the business community.

EDUCATION AND/OR EXPERIENCE:

Master's degree from an accredited graduate program in school administration or a related field with emphasis in curriculum and instruction is required. Holds a Virginia certification in Administration and Supervision or eligible for such certification.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties performed typically in the central office, schools, and local businesses. Frequent walking, stooping, standing, lifting, up to approximately 15 pounds may be required, and occasional lifting of equipment and/or materials weighing up to approximately 25 pounds may be required. Other limited physical activities are required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards.

Occasional operation of automated computer office equipment is required. Frequent travel to school sites throughout the County and occasional state wide or regional travel is required. Attendance to meetings outside the normal duty hours is frequently required. Regular involvement made with

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principals and teachers throughout the School Division. Contacts with School Board members, Advisory Councils, faculties and students, parents and the general public, are regularly required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.