



## Columbia County School District Job Description

<b>Position Title:</b> Director of CTAE		
<b>Department:</b> Student Learning	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Assistant Superintendent of Student Learning in accordance with Policy GBI, Evaluation of Personnel.	
<b>Pay Grade:</b> Administrative Salary Schedule, Grade I	<b>Pay Type:</b> Salaried – Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 243 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Assistant Superintendent of Student Learning		

### MINIMUM QUALIFICATIONS

**Education:** Master’s degree or higher in Administration and Supervision or Educational Leadership

**Essential Knowledge/Skills:** Extensive knowledge of curriculum and instruction, curriculum development, evaluation, change process, staff development design and delivery model, and leadership principles and practices. Extensive knowledge of Board of Education policies, procedures, rules and practices at the state and local levels. Ability to develop and administer the budget process, grants, and major projects or programs. Knowledge of business community and ability to work effectively with businesses and community leaders.

**Experience:** Minimum of three years successful experience in teaching and in curriculum supervision. CTAE Leadership Certified preferred.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

**JOB FUNCTION:** Under the direction of the Assistant Superintendent of Student Learning, this supervisory/administrative position is responsible for directing and overseeing all aspects of curricular and instructional procedures and processes in Career Technical & Agriculture Education (CTAE) instruction. The program must be conducted in compliance with policies and procedures of the Board of Education, Georgia State Board of Education, as well as local policies, and state and federal statutes.

- Coordinates the planning, development, implementation and evaluation of the CTAE instructional program as it relates to technical competency, industry standards and academic integration.
- Provides instructional support and assistance through classroom observations and regular meetings with administrators and teachers.
- Develops plan for improving the quality and quantity of career pathways and assessments in each high school.
- Coordinates the suggested mapping of the curriculum with input from classroom teachers.
- Monitors and collaborates with each school’s administration to schedule sufficient instructional time to meet the needs of all students.
- Plans, prepares, and expends budget for use of Carl D. Perkins funds, capital equipment grants and Industry Certification grants.
- Plans develops and implements the Annual Local Plan/Application for Career and Technical Education (State Board Rule 160-4-3-.02) in accordance with the Carl D. Perkins Career and Technical Education Act of 2006.

- Plans, prepares, and coordinates CTAE Perkins IV Monitoring and Risk Assessment and Review.
- Develops plan for improving performance on Federal Perkins Performance Indicators.
- Coordinates county-level CTAE Executive Advisory Board and hosts a minimum of three meetings per school year with the make-up of Advisory Board following state-suggested representation.
- Plans, coordinates and executes activities with local post-secondary institutions.
- Plans, coordinates and represents the CCBOE on the Chamber of Commerce, Workforce/Education Board and other Chamber Events.
- Observes and maintains CTAE program equity among schools.
- Plans, develops and implements system-wide professional learning activities for all CTAE staff.
- Assists in consultation with the principal, beginning teachers or others experiencing difficulty.
- Works collaboratively with the principal, psychological services and special services to support individual student's needs.
- Promotes effective working relationships between community agencies, organizations and institutions that may provide resources for the instructional program.
- Maintains effective communication with the High School Curriculum Director relative to instructional matters and program operations.
- Coordinates all End of Pathway Assessments.
- Works collaboratively with CTAE Assistant Principals to give support on CTAE initiatives, instruction, and all other matters that deal with CTAE.
- Works collaboratively with Principals and Counselors of High School and Middle School for meeting Bridge Bill mandates.
- Monitors the Work Based Learning Teachers and students' job sites in accordance with DOE requirements.
- Completes other responsibilities as assigned by the Assistant Superintendent of Student Learning.

#### **IMPORTANT NOTES**

##### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

##### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** October 12, 2017