



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Director of CTE and Arts
SCHOOL/DEPARTMENT	Curriculum and Instruction
SALARY	Admin VI plus supplement
FLSA STATUS	Exempt
REPORTS TO	Executive Director for Secondary Instruction/Athletics
SUPERVISES	1 Instructional Management Coordinator, 1 Administrative Assistant
WORK WEEK SCHEDULE	Monday - Friday; must be able to work late evenings and some weekends
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Director of College and Career Readiness (CTE) performs highly responsible administrative, supervisory and professional administration work to carry out school system policies and procedures related to Career and Technical Education programs and the Career and College Promise Initiative. Work involves supervising, planning, obtaining resources, approving expenditures, and implementing and evaluating the CTE programs in the middle and high schools. The Director of College and Career Readiness (CTE) also assists with carrying out the mission of the school district’s curriculum and instruction program and provides direct supervision to the Instructional Management Coordinator.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of federal, state and local Career and Technical Education budgets and demonstrated ability to manage them effectively

- Thorough knowledge of guidelines for Federal Career and Technical Education performance indicators with demonstrated ability to oversee the Local Planning System and its application to accomplishing school system strategies for improvement
- Thorough knowledge of the OCS Hands for Habitat program with demonstrated ability to collaborate effectively with others regarding planning and promotion, grants and other activities
- Thorough knowledge of the CTE program and requirements as conveyed by the NCDPI
- Thorough knowledge of NCDPI reporting processes for CTE programs
- Thorough knowledge of laws and policies associated with the implementation of CTE programs in the public schools
- Thorough knowledge of Instructional Technology and the CTE computerized instructional management system
- Thorough knowledge of federal, state and local policies and procedures regarding CTE and IT instruction and certification
- Thorough knowledge of best practices and current trends in classroom instruction and assessment of programs
- Thorough understanding of the development of any honors course portfolio
- Thorough understanding and knowledge of Career Pathways with the ability to identify concentrators and corresponding Career Pathways
- Thorough understanding and the ability to facilitate the process of current state and local articulation via collaboration with community colleges and other post-secondary programs
- Thorough understanding of the *CTE Statewide Assessment Manual* and *North Carolina Testing Code of Ethics*
- Thorough understanding of the importance of securing state assessments, both paper/pencil and electronic versions
- Thorough knowledge of the *State Assessment Scheduler* and its application
- Thorough knowledge of school board policies, procedures and standards
- Thorough knowledge of state and federal statutes, regulations, and guidelines as applied to the CTE program
- Thorough knowledge of the ethical guidelines applicable to the position as outlined by CTE and IT vendors, professional organizations, and/or federal, state and local laws, rules and regulations
- Thorough knowledge of current literature, trends, and developments in the field of CTE education and information technology
- Comprehensive knowledge of the most current version of the state *Testing Students with Disabilities Manual* and the *Testing Students with Limited English Proficiency Manual*
- Familiarity with the Exceptional Children population enrolled in CTE courses, their Individualized Education Plans (IEP), Review of Accommodation Forms (RAUDT), and the legal implications and requirements for providing services to these students including, but not limited to, the application of the CTE Alternate Assessment as offered by the state
- Comprehensive understanding of the inclusion of special populations students and its relationship to the CTE curriculum, state assessments, and school accountability
- Comprehensive understanding of the requirements and application for CTE Medical Waivers and the impact on school accountability
- Comprehensive understanding of the importance of keeping student information confidential
- Comprehensive understanding of and the ability to facilitate of the *Concentrator Feedback Survey*
- Comprehensive understanding of the process for administering and the conveying the effects of *WorkKeys* results on school accountability
- Comprehensive understanding of how state CTE assessment data affects EVAAS

- Comprehensive understanding of the Occupation Course of Study program and its relationship to CTE curriculum and assessments
- Comprehensive understanding of the process of reporting credentials
- Ability to access and proficiently use various technology, social media, and word processing programs
- Ability to assess and evaluate CTE and IT programs and make recommendations for improvement, as necessary
- Ability to maintain and complete accurate records and statistics and to develop meaningful reports from that information
- Ability to oversee the development and implementation of appropriate CTE and IT programs
- Ability to interpret policies and procedures
- Ability to develop long-range plans
- Ability to effectively express ideas orally and in writing
- Ability to make oral presentations before large groups of people
- Ability to establish and maintain effective working relationships as necessitated by work assignments including Central Office staff, principals, faculty, students, parents, school personnel, vendors, and members of the business community
- Ability to show initiative and be self-directed
- Ability to demonstrate effective leadership skills that include thinking and problem solving
- Ability to effectively supervise subordinates and provide evaluations for job performance
- Ability to abide by, and demonstrate through interaction with others, electronic media etiquette
- Ability to abide by, and demonstrate through interaction with others, ethical standards of honesty and professional integrity

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's degree from an accredited institution in any CTE program area, Curriculum Development, Instructional Technology, or equivalent
- Minimum of five (5) years of successful teaching in public school setting

CERTIFICATION AND LICENSE REQUIREMENTS

- Current North Carolina Teacher Licensure especially in any CTE program or Curriculum Development related area
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Master's Degree from an accredited institution in Program Administration, Curriculum Development, CTE programs or any equivalent area
- Certification as a School Administrator
- Eight (8) or more years of successful teaching and/or administrative experience in a public school setting

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage federal, state and local Career and Technical Education budgets, as well as the Arts local budgets

2. Follow guidelines for Federal Career and Technical Education performance indicators and oversee the Local Planning System with regard to accomplishing OCS strategies for improvement
3. Direct and promote Career and Technical Education programs of study, curriculum and state testing
4. Serve as Project Manager for the Orange County Schools Hands for Habitat program including, but not limited to, planning and promoting participation by K-12 students, collaborating with Habitat regarding grants, overseeing the kickoff and Lego blitz as well as the end of year celebration
5. Serve as the liaison on SHAC (Student and Staff Health Advisory Committee) and promote staff wellness
6. Collaborate with the Curriculum and Instruction Team regarding preparation and readiness for teachers to instruct students in all Arts classes and programs
7. Assist Arts teachers and directors with programming and special events
8. Perform other duties as assigned by the Executive Director of Secondary Instruction/Athletics

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*