

JOB DESCRIPTION

TITLE SUPERVISOR OF CAREER AND TECHNICAL EDUCATION

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's degree with an emphasis in Educational Leadership, Administration and Supervision, Curriculum and Instruction or related field and two (2) years of related experience. Ability to plan and facilitate a group to achieve desired outcomes. Supervisory experience at the building and district level. Ability to develop and provide leadership in development of curriculum. Knowledge of sound approaches and processes for curriculum and staff development. Ability to train teachers in instructional strategies, use of technology, real-world applications, and hands-on approaches to teaching.
Language Skills	Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to write speeches, presentations, and articles using original or innovative techniques, technology and style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups and/or school board.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical fundamentals of advanced algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to calculate figures and amounts such as proportions, percentages, salary calculations and supervise management of budgets.
Certificate/License	Eligible for Florida Administrative Certification
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
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. While performing the duties of this job, the employee is required to sit,

talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Assigned Supervisor

GENERAL RESPONSIBILITIES

1. Develops, implements, and evaluates an articulated K-12 Instructional program in Career and Technical Education.
2. Provides technical assistance and curriculum support for Career and Technical Education programs.
3. Coordinates the development and implementation of Career and Professional Education Academies.
4. Supervises the Florida Ready to Work Testing program.
5. Coordinates the operation of Career and Technical programs with District departments including Curriculum and Instruction, Adult and Community Education, Instructional Technology and Staff Development, Technical Education Centers, Exceptional Student Education and Facilities Management.

SPECIFIC RESPONSIBILITIES

1. Provides curriculum support and technical assistance to administrators and teaching staff to develop and implement effective career and technical programs that articulate from K through post secondary.
2. Provides leadership in the development of articulation agreements for secondary career and technical education courses to post-secondary institutions.
3. Plans and supervises district-wide in-service programs for Career and Technical Education teachers.
4. Coordinates the development, implementation and evaluation of curriculum for Career and Technical Education courses.
5. Supervises the development, implementation and maintenance of Career and Professional Education Academies.

6. Develops monitors, and evaluates the Carl Perkins Secondary Vocational Programs Grant.
7. Supervises the acquisition of grant-funded equipment, materials, and supplies for career and technical education programs and academies.
8. Supervises the implementation of the career guidance and counseling in the schools and provides support through staff development and technical assistance.
9. Supervises all student data regarding secondary Career and Technical Education programs and submits reports as appropriate to local, regional and state staff as necessary.
10. Collects and analyzes student data to evaluate the delivery of instruction and to design and implement program improvement strategies. Recommends program improvement strategies to building administrators.
11. Develops and supervises the implementation of an evaluation system for the District's career and Technical Education programs.
12. Assists in the design, development, equipment selection, and necessary resources for new middle and high school Career and Technical Education programs/Career academies.
13. Works with Career and Professional Education Academy advisory boards to establish appropriate curriculum, equipment, certification and emerging trends.
14. Supervises spending of Florida Department of Education project funding for Career and Technical Education programs within state guidelines.
15. Researches and writes grant applications for funding of Career Education programs/Career Academies.
16. Supervises all Career and Professional Education academies to ensure that all students acquire appropriate skills, certifications and licensers to obtain careers in their chosen fields.
17. Supervises the collection and reporting of secondary Career and Technical program data to ensure compliance with federal, state, and local regulations by working closely with the MIS and FTE departments.
18. Supervises school career counselors and CTE specialist in the implementation of Career Day activities for middle and high schools.
19. Develops and disseminates career information to be shared with parents, teachers, and students.

20. Work collaboratively with business and industry, civic organizations, legislators, and organized labor to ensure positive public relations and growth and development of Career and Technical programs.
21. Serves on various local and state committees to acquire and share information to keep abreast of new developments and best practices concerning Career and Technical Educational programs. Serves as the Collier representative to the Southwest Florida District Workforce Board Youth Council. Supervises the implementation of services and programs for Collier District schools.
22. Serves as the secondary representative on the Collier District Career Advisory Board.
23. Supervises the implementation of the Florida Ready to Work Testing for all 12th grade students monitors and monitors the verification of the issuance of certificates and provides for retesting as needed.
24. Provides professional development for Career and Technical Education teachers to implement Industry Certification testing in career programs and academies.
25. Maintains professional competence through staff development activities provided by the District and State, and/or in self-selected professional growth activities.
26. Keeps informed of the business industry's job entry requirements and updates staff of merging trends.
27. Reviews and updates the district Career Information website.
28. Supervises and evaluates the CTE Specialist.
29. Performs other duties as assigned.