

**DELTA-SCHOOLCRAFT INTERMEDIATE SCHOOL DISTRICT
CAREER & TECHNICAL EDUCATION POSITION DESCRIPTION**

POSITION: Director of Career & Technical Education

CURRENTLY HELD BY: Chuck Guay

QUALIFICATIONS:

1. Minimum of two years experience as a vocational administrator and eligible for central office certification in the area of Career-Technical Education.
2. Michigan teaching certificate.
3. Work experience in business and industry.

RESPONSIBLE TO: The Superintendent

LENGTH OF CONTRACT YEAR: Twelve Months

RESPONSIBILITIES:

1. Supervise all personnel and facilities related to the Career-Technical Education programs.
2. Promote, develop, implement, and maintain Career-Technical Education programs based on identified need and student interest in accordance with State guidelines. Provide leadership in the region regarding Career-Technical Education programming.
3. Recommend specific vocational programs to be offered at the Area Career-Technical Education Center based on the student interest and enrollments.
4. Assist preparation of and administer the district's budget for Career-Technical Education.
5. Accountable for data collection, form completion, and submission of data to (V-TES) within prescribed time lines.
6. Provide Career-Technical Education in-service activities.
7. Provide leadership and technical assistance in developing and maintaining programs for special populations.
8. Provide leadership in establishing a vocational guidance system.
9. Provide leadership in maintaining coordinated placement with staff and the community.
10. Supervise and evaluate instructional staff and other Career-Technical Education personnel in accordance with their job descriptions.
11. Provide leadership and supervise grant writing and project personnel.
12. Supervise vocational programs and student services.

13. Maintain communication and attend meetings with other Career-Technical Education administrators at the U.P., State and National levels to remain abreast of current and future guidelines related to maintaining effective programs.
14. Provide leadership in the development of activities necessary for the coordination and articulation of programs between and among secondary and post secondary institutions in the region and other areas as necessary.
15. Fulfill additional vocational education administrative duties as assigned by the Intermediate District Superintendent.