

Hyde County Schools

Career and Technical Education Coordinator

Nature of Work

Under limited supervision, various supervisory and administrative tasks are performed in monitoring, developing, and assisting the career and technical education programs. An employee directs and supervises programs and services for career and technical education students. An employee monitors the overall effectiveness of programs and ensures all are implemented within federal, state, and local regulations. Employee co-supervises a group of Career and Technical Education employees.

Duties and Responsibilities

- Plans develops and implements a comprehensive program for students in career and technical education.
- Provides direction, consultation, and supervision to program employees; consults with centrally based staff and school-based staff on individual cases and interpretation of federal, state, and local policies and procedures.
- Develops and implements standards, policies, and procedures related to career and technical education; develops short and long-range goals for the division; monitors the progress of various services; makes recommendations for changes.
- Works in conjunction with the State Department of Public Instruction, the Office for Civil Rights, and various other agencies to meet the needs of students; ensures compliance of programs with federal, state, and local regulations.
- Coordinates with local agencies, parents, and school personnel to resolve problems and secure needed resources and services.
- Responds to calls and correspondence regarding programs and services offered.
- Supervises and conducts personnel administration duties for staff, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.
- Assists in preparing program budgets; coordinates with other departments or agencies to ensure maximum services; monitors approved budget expenditures.
- Provides support to CTE teachers and support staff within the local public school unit to implement instructional processes and improve student outcomes to ensure students' success in a high-skill, high-wage, or high-demand global economy.
- Coordinate career development services for students participating in CTE.
- Ensure that ALL students have access and opportunities to participate in CTE classes, career, and job readiness activities to prepare them for postsecondary life.

Minimum Training and Experience

- Master's degree in Education or a related field and 6 to 9 years of experience as a program administrator; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.
- Certification as a Director of Career and Technical Education.

Essential Job Functions

- Must be physically able to operate various equipment, including computers, copiers, etc. Must be physically able to operate a motor vehicle.
- Must be able to exert up to 10 pounds of force occasionally; and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects.
- Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people, or things.
- Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates or assistants.
- Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, contracts, etc.
- Requires the ability to prepare correspondence, reports, forms, evaluations, policies, etc., using prescribed formats.
- Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret various technical instructions in mathematical or diagrammatic form.
- Requires the ability to record and deliver information, explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including medical, legal, and counseling terminology.
- Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide utilize decimals and percentages.
- Requires the ability to deal with people beyond giving and receiving instructions.
- Must be adaptable to performing under stress and when confronted with emergencies.

Knowledge, Skills, and Abilities

- Considerable knowledge of local, state, and federal policies and procedures regarding career and technical education.
- Considerable knowledge of the County and School Board policies, procedures, and standards regarding education.
- Considerable knowledge of the organization and communication channels of the school system.
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules, and regulations.
- Considerable knowledge of the current literature, trends, methods, and career and technical education developments.

- Considerable knowledge of the principles of supervision, organization, and administration. General knowledge of the North Carolina Standard Course of Study.
- Skill in counseling and developing staff.
- Ability to assess the needs of students.
- Ability to plan, develop, implement, and evaluate large programs.
- Ability to develop and implement policies, procedures, and standards for services offered.
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.
- Ability to effectively express ideas orally and in writing.
- Ability to make oral presentations before large groups of people.
- Ability to exercise considerable tact and courtesy in frequent contact with the public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to create and maintain lasting partnerships with community members, organizations, and workforce partners.

Reports To: Superintendent

FLSA Status: Exempt

Salary: North Carolina State Certified Salary Schedule

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.