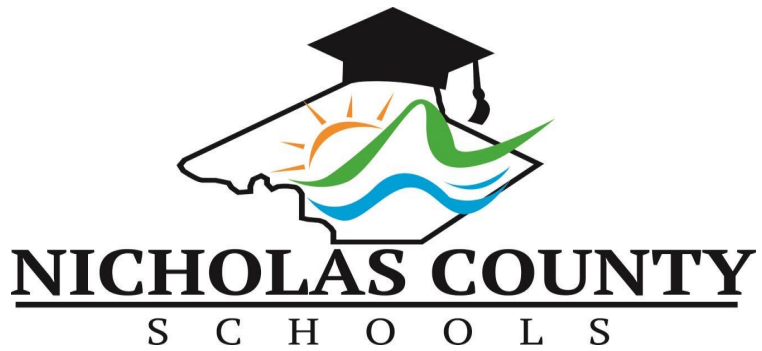


**Board Members**

*Chip Perrine, President*  
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*Phil Berry, Member*  
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*Rick Green, Member*

**Superintendent**

Dr. Donna Burge-Tetrick



400 Old Main Drive, Summersville, WV 26651  
Phone 304-872-3611  
Fax 304-872-4626

**Job Description**

**Position:** Career Technical Education Director

**Classification:** Professional

**Reports to:** Superintendent

**Evaluation:** Evaluations conducted as defined in West Virginia Board of Education Policy 5310.

**FLSA Status:** Exempt

**Supervises:** Maintenance staff

**Qualifications:**

- Valid teaching certificate licensing the individual to teach in the specializations and grade levels pursuant to WV Code §18A-3-2
- Master's Degree preferred
- Experience as school administrator and/or CTE education teacher
- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate
- Meet the qualifications outlined in WV Code §18A-3-2a
- Perform duties as described in the job description below.

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

**Job Summary:**

The Director of Career Technical Education assists the Superintendent and all school administrators with the administration and supervision of the career technical education of all students in Nicholas County Schools.

**Responsibilities:**

- Prepare long term and short term plans for meeting the career-technical education needs of the county
- Stay current on labor markets and workforce needs for the region and state
- Establish career-technical education programs of study to meet workforce needs
- Prepare and maintain all local, state and federal budgets pertaining to career-technical education, Adult Education, High School Equivalency (HSE) program and Option Pathway program
- Coordinate the Option Pathway program, TASC testing, and Work Based Learning program
- Link secondary and postsecondary career-technical programs
- Participate and be an active member of the career-technical education and community college consortium
- Evaluate career-technical education programs of study, including assessment of how special populations needs are being met
- Initiate, improve, expand, and modernize quality career-technical education programs
- Establish and provide career-technical education services and activities that are of sufficient size, scope, and quality to be effective
- Provide activities to prepare special populations for high skill, high wage, or high demand occupations that will lead to self-sufficiency
- Provide career guidance and academic counseling
- Provide and fund teachers with professional development to stay current on all aspects of industry
- Establish a career-technical education advisory council that meets a minimum of twice per year
- Serve as secretary of the career-technical advisory council
- Participate in postsecondary career-technical advisory councils
- Participate in meetings and projects with other central office administrators as appropriate
- Performs all other duties and responsibilities as set forth in Nicholas County Board of Education Policy and as directed by the Superintendent

**Physical Demands:**

The physical demands described 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 frequently required to reach, stand, walk, lift, grasp, write, talk

hear, see use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10- pounds of materials. The employee is sometimes required to lift and/or move heavy objects. Specific vision abilities required by this job include close vision such as to read handwritten or printed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

### **Work Environment:**

The work environment characteristics described here are the 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 low to moderate (20-60 dB). Exceptions include gymnasiums as well as job site and vocational/technical laboratories where the noise levels may be moderate to loud (60-90 dB) due to the use of and proximity to power tools. The work environment includes indoor as well as 3 outdoor settings and can range in temperature from below freezing to 90°F. The work surface can include unfinished crawl spaces and attics as well as rooftops, and concrete floors or pads. While performing the duties of this job, the employee regularly works outdoors or indoors as needed. The employee will work near or with moving mechanical equipment while performing the duties of this job. The employee will work around hazardous materials such as gasoline, diesel fuel, etc. The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently hold this position and additional duties may be assigned by the Superintendent or his/her designee.

*Revised April 14, 2023*