

# Pinon Unified School District #4

## Job Description

**Position/Title:** Career and Technical Education Director (CTE)

Terms of Employment: 11 Months  
Salary: Administrative Placement Schedule, Grade 5  
FLSA Status: Exempt  
Benefits: Standard Package

### Qualifications:

1. At least three (3) years' experience in CTE programs
2. Ability to obtain an ADE CTE certification
3. Fingerprint clearance card with Arizona DPS
4. Navajo Nation Background Check
5. Knowledge of high school CTE programs
6. Strong written and verbal communication skills
7. Strong organizational and time management skills
8. Experience using a student information system and/or other type of database Microsoft Office (Outlook, Word, Excel, PowerPoint, etc.); Web proficiency.
9. Experience with community outreach and relationship building
10. Must have proven successful employment record.

### Job Goal:

The CTE Director assists the Director of Federal Programs, site principals, and CTE teachers in administering, monitoring and implementing the requirements for a quality CTE program and all grant requirements. Provides leadership and support for the staff and collaborates with administrators, instructional staff, and community members in assuring that appropriate CTE curriculum and instructional practices are occurring in all classrooms, and assists the principal in administration and supervising the CTE instructional program. The CTE Director meets with CTE teachers individually and in small groups, with local, regional and statewide members of the public involved in CTE, and professional learning communities to support implementation of CTE program requirements.

### Duties and Responsibilities:

1. Assist with and promote high quality curriculum and instruction aligned with the Arizona CTE Standards including, but limited to, helping to provide a coherent sequence of CTE courses that enable pupils to transition to postsecondary education programs that lead to a career pathway or attain employment upon graduation from high school.
2. Responsible for all student CTE records, including, but not limited to: student registration, student grades, student transcripts, and all other student related records.
3. Assist CTE students with selection of appropriate academic and CTE courses; coordinate career-planning activities in classrooms, groups, or individual sessions.
4. Provide and coordinate administration and interpretation of career assessments;

5. Provide information and assist students with postsecondary education programs and employment opportunities;
6. Facilitate work-based learning opportunities;
7. Provide and coordinate activities for students to develop employability skills;
8. Promote the integration of career research and work-based learning opportunities into CTE and academic courses;
9. Promote the use of technology for career planning and research;
10. Serve as a liaison with the business, industry, education, and military community facilitating business, education, and community partnerships that provide opportunities for students and support CTE;
11. Engage in professional growth opportunities to remain current with trends, demands, and emerging careers in a rapidly changing workforce;
12. Assist with activities that ensure program funding and compliance.
13. Maintain program compliance documentation.
14. Coordinate CTE program purchasing and maintain associated records.
15. Establish and promote dual credit and concurrent enrollment activities with Community Colleges and Universities.
16. Works with CTE teachers in forming, maintaining, and growing advisory groups.
17. Perform other duties as assigned

**Reports to: Federal Programs Director**

**Evaluation:** Performance of this will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Staff Members.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_