



NEW: Submitted:  
10/06/2021 10/05/2021

JOB TITLE:	DIRECTOR CAREER TECHNICAL EDUCATION
DIVISION	ACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4223
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Assists the Assistant Superintendent of High Schools to establish, organize, and lead a K-12 career and technical education and transition readiness program, with an emphasis on high schools. Provides leadership and direct supervision of evidenced-based strategies for an effective transition readiness program, as measured by Postsecondary Readiness outcomes

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and manages the Carl D. Perkins Career and Technical Education (CTE) program and activities including budgetary, data standards, and other organizational systems

Provides general technical assistance to assistant superintendents and schools on data analysis for transition readiness

Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, negotiated agreements, and JCPS policies, rules, and procedures

Mentors school and district administrators to support effective leadership around Postsecondary Readiness

Integrates college and career readiness, dual credit opportunities and intervention strategies in professional development to support schools in supporting student needs with particular attention paid to the goal of reducing the achievement and opportunity gap

Monitors schools' CTE data in order to support schools and students, and collaborates with assistant superintendents to address strategies to support students

Builds collaborative working groups within the academics department, parents, and community to communicate for the continuous improvement of the District's goals and program objectives

Collaborates with Assistant Superintendent of High Schools and Specialist to develop the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment

Advises and assists the Assistant Superintendent of High Schools and school leadership teams in developing and evaluating, supporting, and monitoring Postsecondary Readiness strategies

Conducts and/or coordinates on-site school visits to assess Postsecondary Readiness in order to provide recommendations and further support to assistant superintendents, administrators, and school teams

Collaborates with Assistant Superintendents/Principals/Instructional Directors to establish K-12 Postsecondary Readiness programs along with measurable outcomes for monitoring and building success for all schools in the District

Advises and assists K-12 stakeholders in developing and evaluating Postsecondary Readiness programs and addressing access to career pathways, industry credentials, scheduling procedures, and monitoring student performance in accordance with city, state, and national employment trends

Supports school sites' CTE pathways, experiential learning (including internships), and K-12 Postsecondary Readiness services (in collaboration with the Director of Postsecondary Planning)

Provides and expands support for career readiness partners, including program advisory councils, local businesses, post secondary partners, apprenticeship councils, community-based organizations, city and county municipalities, students, teachers, and parents

Oversees and advances the opportunities for CTE dual credit enrollment opportunities for students
Supports the HS Assistant Superintendent in preparing presentations on K-12 Postsecondary Readiness progress to the Board of Education, the Superintendent of Schools, and other stakeholder groups
Monitors District and community workforce needs and initiates activities to meet those identified needs
Seeks and manages multiple funding resources and grants to support Postsecondary Readiness
Provides consistent emphasis on and support for postsecondary and career exploration and preparation through both formal and informal student events and activities
Initiates policy, formulates and recommends program goals and objectives as appropriate
Prepares required and special reports as requested
Provides effective leadership to implement performance evaluation procedures and supervises CTE Instructional Leads
Cooperates with Principals and/or other organizational units to implement common goals and objectives
Chairs and/or participates on committees and task forces as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, carrying or pushing or pulling of light objects. Employee will, at times, be asked to drive to events and community activities.

#### MINIMUM QUALIFICATIONS

Master's Degree or higher with Kentucky Certification in Administration or Instructional Leadership  
 Five (5) years of successful experience in transition readiness, CTE education, and/or the career academy model  
 Experience leading school turnaround and improving student outcomes  
 Effective communication skills and school level leadership

#### DESIRABLE QUALIFICATIONS

Experience with the career academy model  
 Experience in a diverse workplace