

Anoka-Hennepin Independent School District #11
Job Description

Title: Director of Career and Technical Education
Department: Curriculum, Instruction and Assessment
Reports to: Associate Superintendent of High Schools
Prepared Date: July 13, 2007

SUMMARY OF RESPONSIBILITIES

Directs and coordinates vocational and technical education training programs for Anoka-Hennepin School District by performing the following duties personally or through subordinate supervisors.

DUTIES AND RESPONSIBILITIES

- Develops goals, processes, and evaluation procedures for secondary vocational and technical education programs.
- Develops the structure and procedures for the involvement of staff and citizens in decision making relating to secondary vocational and technical education programs and services.
- Develops the procedures for assessing student interests and needs in secondary vocational and technical education.
- Coordinates on-the job training programs with employers, and evaluates progress of enrollees in conjunction with program contract goals.
- Recommends to the Associate Superintendent of High Schools, appropriate secondary vocational and technical education programs and services which will serve the needs and interest of students.
- Serves as a liaison between the District and other agencies and organizations relating to secondary vocational and technical education.
- Supervises the preparation and submission of federal, state, and district reports relating to secondary vocational and technical education programs, and prepares, submits, and completes annual budget.
- Disseminates to District staff, students, and the public, information interpreting secondary vocational and technical education programs and services.
- Serves as a consultant to building-level administrators providing for building-level secondary vocational and technical education programs.
- Develops and implements staff development programs appropriate to the needs of the secondary vocational and technical education personnel.
- Communicates to the Associate Superintendent of High Schools, the requirements and needs for secondary vocational and technical education.
- Assists in the recruiting, screening, and assignment of personnel for secondary vocational and technical education.
- Recruits, screens, assigns, and supervises the vocational and technical education staff, including job coaches and paras in the Secondary Technical Education Program (STEP).

- Identifies grant opportunities and directs the writing and application process, directs the implementation of the program or services, monitors the budget and directs the evaluation of the grant-funded program or services.
- Works closely with Anoka-Hennepin Alternative Programs, River Trails Learning Center, Compass Programs, and Transition Plus in development of an appropriate vocational and technical education assessment, exploration, and skill development program for students with special needs.
- Coordinates the career education programs and services of the District.
- Performs such other tasks and assumes such other responsibilities as the Associate Superintendent of High Schools may assign.

SUPERVISORY RESPONSIBILITIES

Supervises teachers, paraprofessionals and job coaches in Vocational and Technical Education, either directly or through an Assistant Principal. Performs supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE CERTIFICATES, LICENSES, REGISTRATIONS

Licensed as a Director of Vocational Education

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of vocational and technical education programs, curriculum, funding, etc.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to effectively present information and respond to questions from administrators, teachers, other District employees, students, the general public, the business community, State Legislators and the School Board.

Ability to write reports, District correspondence, and procedure manuals.

Ability to maintain regular attendance, which includes completing an assigned day.

WORK ENVIRONMENT

Most work is performed in an office or school building. Ability to drive between district sites during the duty day is required.