

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

DIRECTOR, CAREER AND TECHNICAL EDUCATION

QUALIFICATIONS:

1. Bachelor's Degree from an accredited educational institution.
2. Valid Florida teaching certificate.
3. Minimum of five (5) years of successful teaching or administrative experience in Career and Technical Education (CTE).
4. Proven experience in curriculum development, grant writing, facilitating professional learning, and coordinating.

KNOWLEDGE, SKILLS AND ABILITIES:

- In-depth knowledge of state and federal regulations governing CTE programs.
- Ability to design and implement CTE programs aligned with workforce demands and student interests.
- Strong skills in leadership, strategic planning, and stakeholder engagement.
- Competence in budgeting, grant management, and resource allocation.
- Advanced communication skills, both written and oral, for diverse audiences.
- Knowledge of instructional strategies, employability skills, and workforce trends.
- Proficiency with emerging technologies to enhance program delivery and outcomes.

REPORTS TO:

Assistant Superintendent of Curriculum

JOB GOAL

To provide visionary leadership in the development, implementation, and evaluation of Career and Technical Education (CTE) programs that align with workforce demands, promote academic and technical excellence, and prepare students for successful careers and lifelong learning.

SUPERVISES:

Assigned Support Personnel & Other Instructional Personnel as assigned

PERFORMANCE RESPONSIBILITIES:

- *1. Lead the development, implementation, and evaluation of the District's Career and Technical Education programs.
- *2. Collaborate with schools and community stakeholders to design programs that meet local and regional workforce needs.
3. Coordinate the integration of CTE and academic curricula to support comprehensive student development.
- *4. Oversee compliance with state and federal requirements, including reporting and grant management.
- *5. Manage and allocate budgets for CTE programs, ensuring alignment with strategic goals.
- *6. Supervise CTE staff, including performance evaluations and professional development.
7. Develop and monitor partnerships with businesses, postsecondary institutions, and industry organizations.
8. Serve as the District's representative at local, regional, and state CTE meetings and events.
- *9. Facilitate professional development for CTE educators, Administrators, and District Staff to ensure innovative and effective instructional practices.
10. Promote CTE programs to students, parents, and the community, including recruitment and awareness initiatives.

11. Prepare and present reports, proposals, and program evaluations to District leadership and the School Board.
12. Ensure effective use of data to improve student outcomes and program effectiveness.
- *13. Coordinate work-based learning opportunities, including internships, apprenticeships, and industry certifications.
14. Advocate for equitable access to CTE programs for all students.
15. Perform other duties as assigned to meet the needs of the District.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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*Essential Performance Responsibilities

Job Description Supplement Code 7

**Lane A2 of the Administrative Salary
Schedule**

DOE Job Code 63019

Board Approved 03/11/2025