

# Window Rock Unified School District No. 8

## Position Description

<b>Position Title</b>	Career & Technical Education Director
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**Date Revised** May 2005  
**Status** Certified  
**Salary Level** Administrative Salary Schedule  
**Work Year** 12 Months

- Qualifications**
- Masters Degree in Administration
  - Administrative Certification
  - 12 semester hours in Vocational Education
  - Three years teaching experience
  - Familiarity with State and Federal education guidelines
  - Other qualification as the Governing Board may deem appropriate

**Job Goal**

To provide support for continuous student learning and achievement through research based and data driven decision making practices as supported by the district mission and vision and “Embracing change for student learning” and WRUSD School Reform initiatives.

- Essential Duties**
- Formulates and administers a comprehensive, modern program of vocational and technical education based on current and projected industry needs of the local, state and national economy.
  - Maintains close working relationships with community and state agencies, local businesses, state industries and labor organizations in order to provide training programs relevant to industry needs.
  - Continuously appraises and evaluates the total vocational program to achieve the established goal by providing the opportunity for students to prepare for gainful employment.
  - Maintains current knowledge of pertinent rules and regulations affecting vocational and alternative education.
  - Maintains programs at the level to meet state standard evaluations.
  - Writes proposals to obtain state and federal funds for vocational and technical education programs.
  - Responsible for the collection, review and submission of forms and reports relative to vocational education to state agencies (i.e., written evaluations, enrollment, follow-up standards revisions, etc.).
  - Supervises vocational program curriculum and helps to develop a plan for implementation or programs.
  - Coordinates the gathering and dissemination of follow-up for high school vocational education graduates.
  - Coordinates the gathering, selecting and analysis of data with respect to jobs available to local high school graduates.
  - Coordinates all vocational programs in the school to provide a cohesive program to help identify the role of the school in meeting industry standards.
  - Coordinates all Vocational Student Organizations and field trips for respective groups/classes.
  - Establishes and operates a district advisory committee for vocational education.
  - Assists in the arrangement of in-service education for the vocational staff.
  - Interprets the vocational education program to the public.
  - Prepares with teacher input the vocational budget.
  - Assists in the recruitment, screening, hiring and training of vocational personnel.
  - Conducts vocational meetings, attends relevant school, district, state and

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monthly vocational meetings, county area planning meetings and professional meetings as necessary.

- Serves as a resource person for department teachers and assists to a certain extent in the day-to-day problems of instruction.
- Responsible for ordering and coordinating of inventories of equipment and supplies.
- Visits classrooms regularly.
- Meets with personnel to promote interdisciplinary programs.
- Implements and maintains an on-going program curriculum evaluation.
- Keeps informed on educational innovations and trends as they relate to vocational education.
- Makes recommendations for long-term adjustments, changes, additions and selections in the vocational education program to meet changing job trends and needs.
- Maintains membership and participates in the affairs of professional societies devoted to the advancement of vocational education.
- Provides counseling to students, orients students to student handbook, supervises students and takes necessary disciplinary action.
- Supervises staff and completes staff evaluation for Vocational Education and Alternative Education.
- Performs other related duties as assigned.

<b>Certificates/Licenses</b>	Valid Arizona Administrative Certification
<b>Physical Effort</b>	Physically comfortable, normal office work
<b>Working Environment</b>	Normal office conditions
<b>Supervision Given</b>	Vocational and Alternative Education Staff
<b>Supervision Received</b>	Assistant Superintendent for CIA
<b>Evaluation</b>	Administrative Appraisal Part I & II

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

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Supervisor signature

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Date

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Employee signature

\_\_\_\_\_  
Date