

**BRANCH INTERMEDIATE SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**DIVISION:** Career Technical Education  
**JOB TITLE:** Career Technical Education Director  
**CLASSIFICATION:** Administration

I. Requirements

A. Qualification requirements which the Director must possess:

1. Education and/or certification:
  - a. valid Michigan Teaching Certificate
  - b. valid Michigan Administrative Certificate if required under Board Policy
  - c. Master's Degree in Vocational Education or Administration
2. Experience:
  - a. 1 year of administration, supervisory, or related experience
  - b. Career Technical Education preferred

B. Essential Functions:

1. Mental Tasks:
  - a. Ability to understand written and oral instructions.
  - b. Ability to demonstrate appropriate verbal and written communication in dealing with staff and the general public.
  - c. Ability to practice the principles of team play with other staff members.
  - d. Ability to extrapolate information and put it into a finished document.
  - e. Ability to be flexible under stressful situations.
  - f. Ability to learn new technology to improve job performance.
  - g. Ability to give directions and supervise staff.
  - h. Ability to communicate, analyze, and evaluate in all job related tasks.
  - i. Ability to develop, implement, and evaluate plans.
  - j. Ability to manage time and demonstrate basic organizational skills.
  - k. Ability to perform functions from written and oral instructions, and from observing/listening to others.
  - l. Ability to evaluate material such as computer programs, books, tests, and other materials pertaining to the job.
  - m. Ability to interpret verbal and written communications, directives, or suggestions, for implied as well as explicit meaning or expectations.
2. Physical Tasks:
  - a. Ability to sit for long periods of time.
  - b. Ability to drive a vehicle to meetings, conferences, workshops, and the like, throughout the State of Michigan.
  - c. Ability to work beyond a forty hour week, if necessary.
  - d. Ability to write and type; requires manual dexterity.
  - e. Ability to hear within normal range in order to communicate with staff and the general public.
  - f. Sufficient visual ability to read written communications and print on monitors.
  - g. Ability to lift and move objects of at least 15 lbs. at least ten feet or more, (i.e. files, books).
3. Equipment: Ability to utilize office equipment such as telephones, computers (stand-alone & network), printers, facsimile, copiers, calculators, and other related equipment.

- C. Policy requirements which the Director must follow:
  - 1. Adhere to all Board policies, department policies, and established administrative procedures.
  - 2. Portray a professional image in appearance, language, and attitude, in accordance with administrative code of ethics.
  - 3. Remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District.

II. Job Performance

- A. Communication and interpersonal relationship skills expected:
  - 1. Communicate clearly, effectively, and diplomatically in verbal and written exchange with staff, administration, and community.
  - 2. Interpret verbal and written communications of supervisors for implied as well as explicit expectations.
  - 3. Conduct self in a professional manner which is constructive to all parties involved.
- B. Management and organization skills expected:
  - 1. Manage in a creative way that demonstrates planning, organization, and economic leadership.
  - 2. Make decisions perceived by supervisor and the administrative team as appropriate to situations, based on objective information, and without animosity or antagonism.
- C. Application of job knowledge expected:
  - 1. Maintain the trust, confidence, and respect of staff and other administrators.
  - 2. Demonstrate current knowledge and ability to keep up-to-date.
  - 3. Make decisions without showing stress, evaluate results, consider opinions of others, and make adjustments as needed.
  - 4. Meet specific performance objectives developed jointly with immediate supervisor.
- D. Other:

The Career and Technical Education Director is responsible for all facets of the operation of vocational education within the BISD. The Director is responsible for managing the budget, monitoring the programs and activities at the BACC, establishing the future goals for the BACC, communicating closely with local/tuition schools and assuring the continued growth and development of vocational education at the BISD.

The Principal is responsible for delivery of the competency-based curriculum professional development activities, school improvement activities, and TRAC compliance of the BACC.

The major activities would include:

- 1. Develop, organize, and administer Career Technical Education programs and services to meet ISD, state, and national needs.
- 2. Manage the CTE budget with the Business Manager.
- 3. Align the necessary resources to carry out the total career technical education program.
- 4. Attend CTE, State Department, regional, and association meetings to assure current knowledge of legislation, laws, and funding affecting Career Technical Education.

5. Coordinate BACC activities with total K-12 education programs.
6. Monitor activities to insure compliance with established BISD policies and guidelines, as well as legal rules and regulations.

7. Develop and maintain continuous evaluation procedures of individual programs/ departments within the BACC and BISD in concert with program supervisors and coordinators.
8. Plan, supervise, and monitor activities for special state and federal programs.
9. Participate in the development of the Barry, Branch, Calhoun Career Preparation System & Perkins Grant System.
10. Support career preparation activities with total K-12 educational programs.
11. Develop and maintain collaborative activities with area agencies to fulfill the BISD mission
12. Develop, monitor, and maintain a formal public relations program.
13. Maintain positive communication with local and tuition school districts. Chair and develop agendas for county principal meetings.
14. Coordinate annual evaluation and planning process in areas of physical plant, equipment, technology, and curriculum changes (3-year plans).
15. Evaluate the performance of Administrative staff under his/her supervision.
16. Monitor compliance with Office of the Civil Rights and State Technical Review and Compliance Plans (TRAC).
17. Submit appropriate reports to the Superintendent and Board. Attend superintendent meetings.
18. Attend appropriate/required administrative, staff, and committee meetings.
19. Coordinate annual BACC 3-year planning process with BISD Technology Coordinator and Business Manager.
20. Serve as the district Non-Discrimination Compliance Coordinator for Title VI, of the Civic Rights Acts of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, Americans with Disability Act of 1990, and Michigan Persons with Disabilities Civil Rights Act as amended, and Title II of the Genetic Information Nondiscrimination Act of 2008.
21. Establish building safety policies, maintain safety standards, and operations of BACC building, grounds, and physical plant with Business Manager.
22. Perform other duties as assigned.

6/28/18