



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

## DIRECTOR, TECHNICAL & CAREER EDUCATION

### GENERAL RESPONSIBILITIES

Responsible for providing the leadership for the middle and high school technical and career education (TCE) programs, formulating and administering a comprehensive, modern program of technical and career education.

### ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provide guidance and leadership to all coordinators and supervisors of Technical and Career Education regarding policies, procedures, and direction of TCE.
- Prepare operating budget for all Technical and Career Education programs.
- Administer procedures for receipt and expenditures of all funds in compliance with local, state, and Federal regulations.
- Ensure the timely and accurate completion of all Technical and Career Education reporting requirements.
- Review technical and career education curriculum updates to ensure that SOL's are aligned.
- Communicate with stakeholders of Technical and Career Education.
- Develop and analyze Advanced Technical Center planning relative to strategic plan.
- Supervise and evaluate all daily activities of staff members relative to assigned tasks; interview and hire staff members.
- Coordinate and provide guidance for TCE General Advisory Council activities and meetings.
- Monitor compliance with School Board Policies and Regulations.
- Coordinate grant writing and implementation of activities.
- Meet with state department staff and interpret legislation and state policy/regulations.
- Make recommendation for long-term adjustments, changes, and additions in the programs to meet changing job trends and needs.
- Assess office functions in an effort to improve service.
- Direct and monitor the curriculum development for Technical and Career Education programs.
- Respond to instructional concerns of teachers, building and central office administrators, and parents.
- Oversee textbook negotiations and purchase with publishers.
- Prepare contracts for materials and services; review products and materials.
- Track school board initiatives such as the SOL Plan, Alt. Ed. Plan, and PSAT Plan.
- Attend and chair various division committees; attend local, regional, and state meetings
- Assist with development and administration of assessments for evaluating initiatives.
- Perform related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES

Must have the ability to maintain close working relationships with community, state agencies and local, state, and national businesses, and work with local industries in order to provide training consistent with the needs of economic development and the general advisory council. Must be able to provide leadership, development, and coordination of Technical and Career Education programs; work collaboratively with the middle and high school principals to implement, supervise, and evaluate the technical and career education teachers; work in a supportive, collaborative role with principals; interface with all other departments to coordinate reciprocal services for achieving departmental goals. Must be creative, forward looking, and knowledgeable of vocational ends, industry standards, technology applications, and continuous improvement principles. Must have strong communication and networking skills.

### EDUCATION AND EXPERIENCE

Master's Degree, Postgraduate Professional license; Ed. S. or C.A.S. preferred; endorsements in administration and supervision required. Significant experience as a teacher and administrator working with technical and career education.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

### PHYSICAL REQUIREMENTS

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### SPECIAL REQUIREMENTS

Possession of a valid driver's license. Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 7/18
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