



**BAY DISTRICT SCHOOLS  
DEPARTMENT OF HUMAN RESOURCES  
JOB DESCRIPTION**

**TITLE: SUPERVISOR OF CAREER AND TECHNICAL EDUCATION**

**QUALIFICATIONS:**

1. Bachelor's degree required (Master's degree preferred)
2. A minimum of five (5) years successful CTE classroom teaching or a minimum of three (3) years successful CTE classroom teaching experience and at least two (2) years administrative experience or a minimum of five (5) years working with corporate/business entities who employ industry certified personnel
3. Currently possesses or is eligible for CTE Director's license or corporate/business leadership experience preferred

**PHYSICAL REQUIREMENTS: Light**

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

**REPORTS TO:** As assigned by Bay District Organizational Structure.

**SUPERVISES:** As assigned by Bay District Organizational Structure.

**PERFORMANCE RESPONSIBILITIES:**


1. Develops, evaluates, and recommends new and/or expanded programs and curricula in Career and Technical Education (CTE) for K-12 students and adults to meet current and projected workplace needs.
2. Directs the development of CTE curriculum and career pathways that ensure integration of academic coursework and career technical education with 21st century skills.
3. Monitors the delivery of instruction and provides assistance to teachers.
4. Secures appropriate resources to meet the demands of the curriculum.
5. Coordinates with Industry Certification testing vendors to develop and maintain current contracts, authorizes payments and creates progress reports for CTE programs.
6. Develops and maintains appropriate testing policies and procedures for Industry Certification exams.
7. Facilitates the annual registering and reporting of Industry Certification data.
8. Directs the implementation of programs of study and course offerings that provide students with opportunities for program completion, industry certification and funding opportunities for postsecondary education.
9. Coordinates program offerings and certification based on current and projected local, state and national labor market statistics.
10. Provides ongoing, relevant professional development opportunities for CTE teachers to ensure implementation of best practices in curriculum, instruction and assessment.

11. Maintains current knowledge of district, state and federal laws, regulations and policies affecting secondary career and technical education and workforce development.
12. Serves as the district contact person for inquiries from school staff, parents and community members in regards to CTE.
13. Monitors and facilitates a system of procuring materials, supplies and equipment.
14. Administers the allocation of resources and maintains appropriate records.
15. Directs the preparation of applications for Carl Perkins federal funds and monitors federal grants, contracts and state grants for assigned programs.
16. Oversees the expenditures of federal and state projects and grants to ensure compliance with the objectives and fiscal responsibilities of the grant.
17. Serves as the liaison to higher education institutions, local businesses and industry in determining and facilitating workforce development needs.
18. Recommends specifications for new CTE facilities construction/renovation and the purchase of related equipment, materials and supplies.
19. Works to establish and promote career pathways, district advisory committees and CTE student organizations.
20. Develops, supports and maintains strong community and business educational partnerships.
21. Develops and maintains professional relationships with local business and industry groups and the Workforce Development Board in order to remain current and responsive to the workforce development needs of the community.
22. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:**

1. Successful completion of State and Federal Background checks is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board, Salary Schedule 2.

**EVALUATION:** Performance evaluated annually in accordance with School Board Policy.

  
Reviewed by Dep. of Human Resources

Date: 6/12/18  
Adopted by Bay District School Board

**Bay District Schools is an Equal Opportunity Employer**