



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

TITLE: SUPERVISOR OF CAREER AND TECHNICAL EDUCATION (CTE)

QUALIFICATIONS:

1. Master's degree or higher
2. A minimum of five (5) years successful classroom teaching experience, Career and Technical Education teaching experience preferred

OR

- A minimum of five (5) years working with corporate/business entities who employ industry certified personnel
3. A minimum of three (3) years administrative/leadership experience, secondary preferred
 4. Hold, or eligible for, Florida Professional Educator Certificate

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. Serves as an administrator to direct and provide support for schools in Career and Technical Education (CTE).
2. Develops, implements and evaluates CTE programs to comply with Florida Statutes, State Board Rules and School Board Policies.
3. Serves on district and state level committees related to CTE.
4. Maintains the security of student achievement data and records for CTE programs.
5. Coordinates with Management Information Services personnel to ensure accurate reports related to staff and/or student accountability files for CTE are disseminated to state, district and/or school officials.
6. Provides analysis and interpretation of teacher and student score reports on CTE assessments.
7. Provides CTE information and data to the Superintendent, district departments, schools, media organizations and community groups.
8. Develops, evaluates and implements CTE programs, curriculum and career pathways for K-12 students and adults to meet current and projected needs and aligns with district goals and initiatives.
9. Develops and maintains appropriate testing policies and procedures for Industry Certification exams.
10. Facilitates the annual registering and reporting of Industry Certification data.
11. Provides ongoing, relevant professional development opportunities for CTE teachers to ensure implementation of best practices in curriculum, instruction and assessment.
12. Maintains current knowledge of district, state and federal laws, regulations and policies affecting secondary career and technical education and workforce development.
13. Directs the preparation of applications for Carl Perkins federal funds and monitors federal grants, contracts and state grants for assigned programs.
14. Oversees the expenditures of federal and state projects and grants to ensure compliance with the objectives and fiscal responsibilities of the grant.

15. Serves as the liaison to workforce development board, higher education institutions, local businesses and industry in determining and facilitating workforce development needs.
16. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

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

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


Reviewed by Dept. of Human Resources

Revised: APPROVED JAN 24 2023
Adopted by Bay District School Board: June 12, 2018

Bay District Schools is an Equal Opportunity Employer