EAST BATON ROUGE PARISH SCHOOL SYSTEM

Job Title: **Director of Career and Technical Education**

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: AD104

Summary: Provides leadership and directs the planning, organization, and implementation of all aspects of Career/Technical Education including program development, careers exploration and assessment, career development and planning, work-readiness skill development, student follow-up and program evaluation.

Essential Duties and Responsibilities:

- Works with administrators and teachers in development and implementation of curricula designed to meet student need for workplace entry and/or post secondary education.
- Assists administrators, counselors, and teachers in selection and utilization of teaching strategies designed to prepare students for participation in high-wage, high-skill occupations involving workplace readiness skills, work ethic, attitude, or additional post secondary education.
- Works with appropriate personnel to provide career development and planning activities for all students enrolled in vocational/technical education programs, 6-12.
- Works with appropriate district personnel to initiate a system of educational reform by redesigning the delivery of education through integration of work-related tasks into the classroom, both in content and instructional strategies.
- Works with appropriate representatives to develop an education and training system that is competency/performance based and validated by business, industry, labor, and education representatives.
- Works with community, business and education to develop and educational training program that integrates school, work, and life management skills.
- Assists administrators, counselors, teachers, business, industry, labor, and specific post secondary agencies in development of articulated career paths, work-based learning experiences, and school-to-work transition activities as components of the education experience for students enrolled in vocational/technical education.
- Works with appropriate staff to redesign the content and instructional mechanisms of education through inclusion of applied strategies and work-related task that stress the connectivity aspects of classroom learning to the workplace.

The East Baton Rouge Parish School System and all of its entities (including Career and Technical Education Programs) do not discriminate on the basis of age, race, religion, national origin, disability, or gender in its educational programs and activities (including employment and application for employment), and it is prohibited from discriminating on the basis of gender by Title IX (20 USC 168) and on the basis of disability by Section 504 (42 USC 794). The Title IX Coordinator is Andrew Davis, Director of Risk Management – ADavis6@ebrschools.org, (225) 929-8705. The Section 504 Coordinator is Danielle Staten-Ojo – DStaten@ebrschools.org, (225) 326-5668.

- Works toward the development of a region-wide work workforce development system, based one innovation, best practices, and existing model programs to teach current technology.
- Directs the selection, production, utilization and evaluation of instructional and/or resource materials to be used for career preparation.
- Assists Human Resources with the interviewing of teacher applicants and recommendation of applicants for available opening in vocational/technical education.
- Performs observation of vocational/technical teaching staff at the building level as requested by the Executive Director, Principal, or API.
- Designs, plans, and/or facilitate appropriate in service activities for school faculties, system wide groups, or individual teachers.
- Initiates and pursues programs of self-improvement through participation in professional organizations at all levels.
- Works to develop a viable public relations program with the parents, business, industry, and other community-based groups.
- Develops and submits appropriate application packets for procurement of Federal Vocational/Technical and Labor Department funding.
- Administers the expenditure of all grants and funding as specified in the mandates of State and Federal stature.
- Assists the various system level departments in procurement of equipment, materials and services with Federal and State funding, and payment in a timely manner.
- Compiles and submits all State and Federally mandated data as required by law.
- Assists building level administrative and clerical staff with the expenditure of local vocational/technical funding.
- Works with Instructional Support Specialist for Vocational/Technical Education to insure services, placement, and transition activities for disable populations enrolled in Vocational Education programs.
- Works with Tech Prep/School-to-Work- Coordinator to insure the development and implementation of a Tech Prep program for the school district.
- Works with the regional workforce development facilitators to insure representation of the East Baton Rouge Parish School System in regional and local workforce or post secondary education.
- Performs other assigned/appropriate duties as determined by the Assistant Superintendent for Instructional Services, Area III

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

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Education and Experience:

Valid Louisiana Teacher Certification and possess professional administrative or supervisory-certification is desired. Minimum of 5 years successful teaching experience is required. Bachelors` degree in Career/Technical Education and experience as an administrator or supervisor accompanied by a Masters Degree is required**.**

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

Verifient Link

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.

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