



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Director of Career & Technical Education
Payroll/Personnel Type:	12 Month
Job #:	8007
Reports to:	Associate Superintendent of College & Career Readiness
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

Work with schools and departments to assess, and develop CTE curriculum, pathways, and activities. Additionally, coordinate with the CTE Department and other district areas in the creation and implementation of courses, pathways and Professional Development as it relates to CTE, and Career Pathways.

Essential Functions:

- Work with CTE Specialists, Schools and CTE Instructors to provide optimal CTE Pathways and Curriculum
- Maintain curriculum frameworks for CTE
- Develop ties with local companies and develop meaningful ways for students to learn about careers and those companies
- Create a District CTE Advisory Committee
- Conduct Comprehensive Local Needs Assessments, and complete all necessary Perkins documentation required
- Research new Career Pathway and program options
- Expand work-based learning opportunities
- Explore CTE programming and build CTE awareness at the Middle School level
- Prepare information for Board of Education reports as needed
- With staff, assess textbook and resource needs
- Oversee Professional Development and growth of CTE staff
- Assist with Graduate Follow Up survey and other MSIP requirements
- Manage credit and assessment data for CTE into the state reporting system
- Complete responsibilities as designated by the Associate Superintendent of CCR

Knowledge, Skills, and Abilities:

- Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to develop and build team among colleagues and to work with effectively with others
- Ability to interpret instructions furnished in written and/or oral form
- Ability to communicate well verbally and in writing
- Ability to initiate action and solve problems

Experience:



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- Minimum of 10 years of Career and Technical Education experience

Education:

- Master's Degree (required)
- Director of CTE certification

Physical Requirements:

- Must be physically able to operate a motor vehicle and visit school sites
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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