

DeKalb County School District

Position Specification

Title: **Director, Career Technology & Agricultural Education**

DIVISION: Curriculum & Instruction

DEPARTMENT: CTAE

REPORTS TO: Executive Director, Curriculum & Instruction

RETIREMENT: Teachers Retirement System

GRADE/SCHEDULE: 132

WORKDAYS: 246

FLSA STATUS: Exempt

APPROVED (HR): March 1, 2022

GENERAL STATEMENT OF JOB

Under limited supervision, plans, develops, directs, implements, and monitors career and technical education curriculum and programs for DeKalb County School District (DCSD) high schools in accordance with federal, state, and local policies and guidelines.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

The following duties are representative of this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Tasks and responsibilities will be in concurrence with implementing the Strategic Plan and Aligned Management System. Other duties may be required and assigned.

Supervises career and technical education program development; monitors all middle and high school career and technical education (CTE) programs in collaboration with principals and Regional Superintendents
Facilitates and reconciles resolution of relevant instructional issues; and provides guidance and supervision of instruction
Ensures district and local schools meet the requirements of the Federal Carl D. Perkins grant requirements and maintains documentation of evidence that all programs meet performance indicators
Develops the Perkins Plan annually, continually evaluating the progress of the goals and action steps; ensures the plan is followed each year
Plans professional development for CTAE and appropriate academic teachers, administrators, and counselors to improve programs, procedures, and instruction
Supervises and evaluates the performance of assigned staff
Develops, manages, and supervises the expenditures of the general and Perkins budgets
Organizes and connects business and industry, community leaders, and postsecondary institutions to contribute knowledge and time on the advisory council and to promote career pathways
Conducts and supervises performance evaluation of subordinates
Assesses district and local program needs to develop and evaluate the effectiveness of existing and new programs
Works closely with middle and high schools' leadership to achieve the desired goal of ensuring all students are college and career ready

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Manages and monitors JROTC programs to ensure compliance with all branches, and support the local school plan
Serves as DCSD's representative at various meetings, conferences, and committees
Performs other duties as assigned

MINIMUM QUALIFICATIONS

- Master's degree in Education, Education Administration, Curriculum Development, or closely related area from a Georgia Professional Standards Commission approved accredited college or university required.
- Minimum of five (5) years previous experience with demonstrated successful advancement through the teaching and/or school or school system administrative hierarchy required.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6, or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership or meet the eligibility requirement for a Support Personnel License from the Georgia Professional Standards Commission.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of organizational and department planning and operational procedures; the organization of specific assigned area; budgeting and spending, labor issues and efficiencies; DCSS policies and procedures; manpower and facilities requirement forecasting; all relevant available public and private resources and services; curriculum guidelines for the school system and state requirements; standardized testing in accordance with school system policies and state laws; schools system policies, programs and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment.

Skill in coordinating and collaborating with federal, state, regional, and local organizations and departments to establish and execute responsibilities; administration and management skills gained through increasingly responsible management positions; recruiting, training, and motivating employees; effective oral, written, and interpersonal communication; preparing assignments and tests for in-school preparation and homework; maintaining order in a classroom setting; administering the school system's discipline policies; counseling students with academic difficulties and behavioral problems.

Ability to direct and administer the programs and services of a non-profit educational and/or service organization; establish objectives and procedures governing the performance of assigned activities among employees; develop and understand financial and/or operating reports; maintain confidential information; plan and develop a course of study suitable for specific grade levels; develop lesson plans incorporating lectures, projects, group discussions, exhibits, field trips, audiovisual and library resources, computers, and the internet; use relevant computer applications; prioritize assignments; and manage multiple tasks simultaneously.

PHYSICAL REQUIREMENTS

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

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Talking: Expressing or exchanging ideas using the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

PERFORMANCE FACTORS

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal, or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only a few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding, or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate business decisions.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

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