

**Job Title:** Director of Career & Technical Education  
**Department:** Career & Technical Education  
**Reports To:** Assistant Superintendent, Secondary Education  
**FLSA Status:** Exempt  
**Salary Schedule:** AA lane 06



## **SUMMARY**

Directs, coordinates, and oversees the Washington County School District Career & Technical Education (CTE), Concurrent Enrollment, Comprehensive Guidance, Work Based Learning, CTE Pathways, and Student Foundation programs. Program areas include; Agriculture, Business, Health Science, Information Technology, Marketing, Family and Consumer Science, and Technology Engineering Education, and Skilled & Technical Sciences.

***ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.***

Formulates policies and procedures for new or revised programs or activities such as screening, placement, education, and training of students.

Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of implementing and maintaining services and programs.

Visits schools, attends meetings, and coordinates with principals and district staff regularly for the purposes of training personnel, resolving issues, coordinating services, and ensuring program alignment and consistency.

Compiles data from and collaborates with a wide variety of internal and external groups (e.g. district leadership, auditors, community organizations, regulatory agencies, etc.) for the purpose of identifying and/or analyzing relevant issues, recommending and/or implementing action plans, ensuring compliance with policies and procedures, and monitoring program components.

Evaluates assigned programs to ensure that objectives for student education are met.

Interprets applicable laws, rules, and regulations for students, parents, and staff.

In cooperation with the WCSD Human Resources and Business Departments, directs CTE personnel functions for the purpose of maintaining adequate highly qualified staffing and ensuring that the educational and legal objectives of CTE programs are accomplished.

In cooperation with the WCSD Business Department, develops annual budget forecasts, manages and accounts for all CTE budgets for the purpose of ensuring that funds and resources are utilized in compliance with federal, state, and local legal requirements.

Prepares reports for federal, state, and local regulatory agencies.

Oversees the preparation of documentation (e.g. grants, contracts, requisitions, District/State/Federal reports, correspondence, etc.) for the purpose of providing written support and/or conveying information. Contracts with agencies for needed services.

Assists in management of endowments, trusts, and partnerships.

Participates in the selection of CTE and related service personnel within the District.

Coordinates Career & Technical Leadership Organizations, Summer Agriculture, Technology Life Careers (TLC) Programs, Skills Certification Testing, and related services in WCSD.

In concert with the school principal, provides general supervision of CTE faculty and staff.

Provides Leadership in the philosophy, curriculum, and methods of the assigned programs.

Coordinates with and responds to USBE on matters of complaints, requests, and/or state directives.

Represents the WCSD on Due Process Hearings and other similar legal and quasi-legal matters pertaining to CTE.

### **SUPERVISORY RESPONSIBILITIES**

This position has district-wide supervisory responsibility over the CTE Department personnel, including counseling, concurrent enrollment, and work-based learning. Effectively evaluates assigned personnel according to the WCSD policy.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to understand and apply District, State, and Federal laws, rules, and regulations.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**EDUCATION and/or EXPERIENCE**

Master's degree in job-related field or equivalent, with a minimum of three years in educational administration or job related experience. CTE education experience is preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS**

A professional level Utah School Leadership License is required.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *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.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

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Prepared By: <b>Executive Director, Human Resources</b>		Date: <b>01/26/2001</b>
Approved By: <b>WCSD School Board of Education</b>		Date: <b>03/13/2001</b>
<input type="checkbox"/> Reviewed <input type="checkbox"/> Revised	By: <b>Executive Director, Human Resources</b>	Date: <b>04/27/2010</b>
<input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Revised	By: <b>Superintendent</b>	Date: <b>08/03/2023</b>
<input type="checkbox"/> Reviewed <input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed <input type="checkbox"/> Revised	By:	Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	