

DIRECTOR OF WCTEC AND CTE

QUALIFICATIONS:

1. A master's degree from an accredited college or university
2. A valid teaching and administrator's certificate, including experience in supervision.
3. At least five years of successful experience in public education, including a minimum of two (2) years of school administrative experience.
4. Advanced graduate work in appropriate fields.
5. Such alternatives or additional qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Superintendent of Schools

COORDINATES:

All aspects of the Wetzel County Technical Education Center as well as all aspects of CTE programs throughout the County

JOB GOAL:

To support the goals of the board of education by providing positive leadership at the WCTEC and supervising CTE throughout the County

PERFORMANCE RESPONSIBILITIES:

- Administer and monitor state and federal funds allocated to the county from the WVDE or U.S. Department of Education.
- Allocate Perkins and Post-Secondary Block funding to the schools.
- Ensure that all career and technical facilities or classrooms/labs, have adequate space, and provide an environment conducive to learning.
- Provide and maintain all CTE data in a timely manner including, but not limited to, the WVEIS applications.
- Ensure that all state approved technical assessments are administered.
- Work with principals to ensure the drug policy is administered properly.
- Monitor Simulated Workplace programs in our district.
- Monitor CTE in grades 6-12.
- Attend regional and state CTE meetings.
- Work with Curriculum Directors to ensure they are aware of CTE throughout program (grade 6-12) levels.
- Work with principals and counselors to ensure they are aware of the workforce and or post-secondary options available to our students through CTE programs/Simulated Workplace at the Wetzel County Technical Education Center and schools.
- Demonstrates instructional leadership to enhance school effectiveness by improving instruction and augmenting student achievement.
- Views self as the school's/county's leader, initiates action, takes responsibility and motivates others to assist in setting and achieving the goals
- Maintains the WCTEC Schedule in WVEIS
- Handles all discipline matters at and involving students attending WCTEC
- Works to organize community opportunities for students through cooperative arrangements and internships when appropriate
 - Fosters interdepartmental collaboration at WCTEC
 - Works collaboratively with County high schools to foster growth at WCTEC

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ESTABLISHES AND IMPLEMENTS AN IMPROVEMENT PROCESS FOR AREAS OF RESPONSIBILITY:

Submits recommendations annually regarding programming, staffing and instruction.

Advises the Superintendent of areas of concern or in need of improvement and provides possible solutions.

Assumes responsibility for policy development/revision of all necessary Board policies relevant to the programs for which the employee is responsibility.

ESTABLISHES GOOD PUBLIC AND EMPLOYEE RELATIONS:

Handles complaints appropriately.

Follows the chain of command.

Provides employees with information about the operation of the schools.

Provides opportunities for employee input.

Provides public information about the operation of the WCTEC

MAINTAINS PROFESSIONAL WORK HABITS:

Attends all Board Meetings

Observes office hours.

Visits county schools/classrooms to supervise programs as needed and/or as directed.

Maintains confidentiality.

TECHNOLOGY LEADERSHIP:

Applies technology to support administrative practices that will increase professional productivity.

Accesses the State computer network (WVEIS 2.0) to enhance: 1) the reporting of data; and, 2) accessing data.

Uses technology when reporting/presenting information to the public.

MAINTAINS AND UPGRADES PROFESSIONAL SKILLS:

Attends professional meetings to receive further training and information related to areas of responsibility.

Takes advantage of additional college coursework which is related to areas of responsibility.

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PERSONNEL:

Assists with the Evaluation/Interviewing of personnel as directed.

RESPONSIBILITIES PER STATE BOARD POLICY 5310:

1. Complies with established laws, policies, rules and regulations.
2. Demonstrates instructional leadership to enhance school effectiveness by improving instruction and augmenting student performance.
3. Provides purpose and direction for schools/county.
4. Demonstrates cognitive skills to gather, analyze and synthesize information to reach goals.
5. Manages group behaviors to achieve consensus but not at the expense of forsaking what is right or wrong, according to established board policy.
6. Enhance quality of total school/county organization.
7. Organizes and delegates to accomplish goals.
8. Communicates effectively.

TERMS OF EMPLOYMENT:

Salary and work year as determined by the board.

EVALUATION:

Evaluation of this position shall be based on the performance responsibilities listed above. Evaluation shall be conducted in accordance with Board policy.