**Director of CTE and STEM Education**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Executive Director of Curriculum and Instruction

**Dept/Campus:** Instructional Services **Paygrade**: Pro-6

**Wage/Hour Status:** Exempt **Date Revised**: June 2021

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

The Director of CTE and STEM Education will provide management and leadership of the district’s Career and Technical Education program to improve student learning and instruction, including operational, strategic, and special project planning. This position will also be responsible for the leadership, effective operation and implementation for science, technology, engineering and mathematics instructional programs of the district to ensure student success.

**QUALIFICATIONS:**

**Education/Certification:**

Master’s degree preferred

Texas Mid-management or other appropriate Texas certificate

Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser preferred

**Special Knowledge/Skills:**

Knowledge of curriculum and instruction

Ability to evaluate instructional program and teaching effectiveness

Ability to manage budget and personnel

Ability to interpret policy, procedures, and data

Strong communication, public relations, and interpersonal skills

Strong technology skills

Calm and patient demeanor with students and others

**Experience:**

Three years experience as a classroom teacher

Two years experience in instructional leadership role

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assists in maintaining and ensuring a consistent, rigorous and equitable educational experience for all students in CTE/STEM program areas.
2. Integrate and expand CTE and STEM awareness with district educators through various media and activities.
3. Provide guidance and advice on policy decisions necessary to improve access to CTE programs/STEM education and ensure that all students have access to desirable options that expand rather than limit their postsecondary choices.
4. Develop, monitor, and evaluate the implementation of the Perkins Grant and pursue other funding in support of CTE.
5. Write, manage, and implement program related grants.
6. Develop and maintain CTE/Perkins/STEM program funding sources and budgets and effectively spend funds related to program needs.
7. Collaborates with mathematics, science, technology and CTE curriculum committees.
8. Coordinates the development, enhancement and expansion of CTE program of studies and STEM curricula integration through collaboration with teachers and administration and support to site teams.
9. Assist with recommendations for instructional materials, media, and equipment for the classroom including research-based innovations, hardware, software, and current industry standards-based equipment.
10. Works collaboratively with administrators and teachers to plan, coordinate, and organize special events for CTE and STEM.
11. Reviews, researches, and prepares proposals and grant applications, pilot career and technical education, and STEM programs and projects.
12. Monitors the funded projects to ensure compliance with local, State, Federal, or private sector guidelines and requirements. Plans, organizes, and conducts State and Federal Program Monitoring at district and school level reviews for CTE/Perkins.
13. Organizes and serves as a member of the District CTE Advisory Committee and county consortia groups (CTE) as well as STEM networks.
14. Works with district and campus leaders to provide coordinated opportunities for all students to visit college campuses and explore programs and facilities related to their career interests.
15. Represent the district as a member of the State CTE leadership organization.
16. Work with district leaders and campus principals to design, develop, and implement work-based learning opportunities for all students that may include visitations, shadowing, internships, paid employment, and instructional program delivery at worksites.
17. Expand relationships with trade organizations to foster seamless transitions to apprenticeship programs for trade-bound students.
18. Inventory, develop, and evaluate business and labor relationships while continuing to develop new and more effective relationships to the benefit of students, business and labor.
19. Assist in the design, development, implementation, and evaluation of a middle school program in applied learning and career exploration and awareness.
20. Prepare a variety of management and program evaluation reports, conduct performance reviews of CTE, and maintain a database of programs, participation, and achievement of industry-based certifications and assure timely submission of program information required by local, state, and federal agencies.
21. Provide district leaders with an annual assessment of the infrastructure needs of CTE programs, including the need for renovations and additions to facilities, expansion/repurposing of staffing, equipment purchases, acquisitions, and ongoing budgets for materials and supplies.
22. Direct the STEM program and facilitate the development, alignment, and revision of PK-12 science, technology, engineering and math curriculum based upon continuing systematic review and analysis.
23. Collaborate with district and campus administration to effectively coordinate district resources and programs and collaborate with instructional staff in evaluating and selecting instructional materials to meet student learning needs in CTE/STEM.
24. Implement policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction related to CTE/STEM.
25. Demonstrate awareness of district-community needs and oversee the STEM liaison committees.
26. Supervise, evaluate and manage coordinators for program areas of responsibility.
27. Responsible for partnerships with STEM related entities to enhance resources and join together support, funding and partnership opportunities that will benefit our students and staff.
28. Participate in the district-level decision-making process to establish and review the district’s goals and objectives and major classroom instructional programs of the district.
29. Actively support the efforts of others to achieve district goals, objectives, and campus performance objectives.
30. Obtain and use evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.
31. Secure consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
32. Provide and facilitate effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.
33. Demonstrate use of appropriate and effective techniques to encourage community and parent involvement.
34. Model behaviors, which insure the development of a district team, focused on problem solving and meeting student needs.
35. Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff.
36. Actively seek training and information, which will enhance skills and knowledge, related to responsibilities.
37. Compile, maintain, and present all reports, records, and other documents required.

**SUPERVISORY RESPONSIBILITIES:**

Supervise and evaluate the performance of instructional technology specialists, coordinators, and support staff in the curriculum department as assigned.

**WORKING CONDITIONS:**

**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 will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs.Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date