

Fort Worth Independent School District

Job Description

Posting Duration	Open until Filled
Title	<u>Director II, Career and Technical Education</u>
Building/Campus	#710 Career and Technical Education
Job File Number	
Duty Days	240
Salary: From	72,100.00
Salary: To	90,100.00
General Summary	Provide leadership, technical assistance, staff development, and curriculum support for the District Career and Technical programs and initiatives including full responsibility for the implementation of these programs as outlined in the job duties.
Job Duties	<ul style="list-style-type: none">· Plan, develop, and coordinate the implementation of short and long-range program initiatives for Career and Technical Education.· Provide leadership for program development, assessment, and resource selection for Career and Technical Education.· Provide leadership for the design, support, and implementation of quality professional development programs in Career and Technical Education.· Supervise and manage resources (time, budget, personnel, and materials).· Prepare reimbursement requests to appropriate agencies.· Analyze current programs and practices, keeping district staff well informed and making responsible recommendations to management personnel.· Conduct annual Career and Technical program and staff evaluations.· Interpret Career and Technical programs to lay and professional groups; work with advisory council to ensure program effectiveness.· Visit schools to observe programs; work with principals in program development.· Review equipment and instructional materials to ensure they meet educational objectives.· Interpret program standards and local, state, and federal guidelines for teachers and principals.· Solicit outside funding for implementation of special programs.· Provide regular updates of programs activities and services to appropriate audiences.· Perform other related duties as assigned.
Job Qualifications	<ul style="list-style-type: none">· Master's degree from an accredited college or university.· Valid Texas Vocational Supervisor certificate, EC-12 Principal certification, or valid Texas Mid-Management certificate.· Vocational teacher certificate preferred.· Three plus years of experience in vocational education, including experience in administration.· Varied experience in career and technical programs outside of education preferred.· Demonstrated experience in:<ul style="list-style-type: none">· program management, evaluation, program planning, program development, implementation and evaluation.· staff development training, technical assistance, consultation and evaluation of school administrative, staff, faculty, and students.· budget preparation and control procedures.· Ability to:<ul style="list-style-type: none">· communicate effectively, both orally and in writing with staff, management and the community in a multiethnic educational environment.· analyze problems, make decisions, and be responsible for those decisions.· work well with all levels of internal management and staff, as well as outside clients and vendors.· exercise discretion regarding matters of sensitive or confidential nature.· operate personal computers and utilize applicable software (MicroSoft Office).· conduct group presentations and facilitation.· exercise judgment and creativity in making decisions.· work interactively with practicing teachers and principals.
Application Requirements	Complete on-line application.

**Additional Job
Information**

- Applicants must have three letters of recommendation, including one from an immediate supervisor.
- Applicants must provide a portfolio of professional work which provides evidence of skills that are required to perform essential job functions

Must complete an online application and attach a resume as a word document. Appropriate license(s)/certification(s) required if hired. Official transcripts required if hired. All foreign transcripts must be equivocal through an approved agency.

[\(Click here for equivocation list\)](#)

PHYSICAL JOB REQUIREMENTS

PHYSICAL DEMANDS REFERENCE

Occasionally (0-33% of day, 0-32 repetitions)

Frequently (34-66% of day, 33-200 repetitions)

Constantly (67-100% of day, >200+ repetitions)

PHYSICAL DEMANDS

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

ENVIRONMENTAL CONDITIONS

Indoors 95%, in controlled environment, 5% outdoors, exposed to weather elements. Hazard: possible exposure to fumes and chemicals in different vocational laboratories.

A detailed list of physical job requirements is available from the Compensation Department.

These statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.