## ALBERTVILLE CITY SCHOOLS

# POSITION DESCRIPTION 1.04

## TITLE: Chief Career Tech Officer

#### QUALIFICATIONS:

- 1. Master's Degree from an accredited university or college.
- 2. Valid Alabama certificate in Educational Leadership, administration, and/or supervision.
- 3. Minimum of three (3) years successful administrator experience.
- 4. Such alternatives to the above qualifications as the Board may require.
- **REPORTS TO:** Superintendent

SUPERVISES: Assigned Staff

#### JOB GOAL:

- To provide leadership and direction for school system programs designated to provide students with educational opportunities.
- To provide leadership and assistance in executing all Career Technical Education programs in the district.

### JOB DUTIES:

- 1. Demonstrates support for the school system and its vision, goals and priorities.
- 2. Serves as liaison between the CTE programs and the local workforce development agencies and representatives.
- 3. Conducts research on current CTE issues and best teaching practices to create professional development programs and experiences for CTE teachers, school counselors, and administrators; leads professional development at school sites.
- 4. Assists in the recruitment and screening of CTE personnel.
- 5. Serves as consultant to the professional staff and administrators on matters pertaining to CTE programs career awareness programs, career readiness standards, and on the interpretation of the laws affecting CTE.
- 6. Prepares and manages all CTE program applications, budgets and other required reports.
- 7. Oversees all CTE programs and provides support for CTE teachers.
- 8. Advocates, supports, and communicates all aspects of the CTE programs services, and initiatives.
- 9. Formulates and administrates a comprehensive, modern program of career technical education (CTE).
- 10. Assesses, evaluates, and expands the total CTE program to achieve established goals of providing multiple opportunities for students to prepare for gainful employment.
- 11. Assists and monitors compliance associated with accountability measures related to Career Readiness Indicators embedded in CTE pathways.
- 12. Evaluates and provides leadership to ensure all sports remain in cycles of continued improvement for ACS student-athletes.
- 13. Supervises athletic programs to ensure that all programs comply with requirements and procedures from the Alabama High School Athletic Association. (Including, but not limited to, eligibility.)
- 14. Supports athletic programs by attending events. (Games, sporting events, and practices.)
- 15. Assists administrators and supervisors in the development of athletic programs.
- 16. Provides leadership and guidance in the addition of new athletic programs to enhance opportunities for ACS student-athletes.
- 17. Maintains professional growth and competence through professional development <u>as per Board</u> <u>Policy 5.5 Personnel – Professional Development.</u>

- 18. Adheres to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 19. Performs other duties as may be assigned.

#### **Essential Duties**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT:		9-Month	10-Month	11-Month	12-Month	
EXPECTED WORK DAY:		8 Hours				
FLSA STATUS:		Exempt				
SALARY:	According to Albertville City School Board approved salary schedule and determined by rank and experience <u>as per policy 5.1.2 – Personnel – Special</u> <u>Requirements for the Position</u>					
EVALUATION:	VALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements					
Reviewed and agreed to by:		Employee				
Principal/Program Coordinator Initials		_	Human Resource Initials			
Board Approved:11/13/2020 Revised:04/24/24						