

**TITLE: Executive Director of Career Tech and Student Services****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. Implements and/or evaluates Early Warning and Attendance Programs/Policy for ACS.
13. Serves as liaison between ACS and organizations (Department of Human Resources, Juvenile Court, and other local/state agencies) in the development/implementation of Attendance Programs/Policy.
14. Supervises and directs the ACS Attendance Officer and school administrators/counselors in the coordination and implementation of Attendance Programs/Procedures for ACS.
15. Assists in the development and implementation of the computerized attendance accounting.
16. Attends board meetings and prepares reports as directed.
17. Oversees and provide excellent transportation services to ensure safe delivery to all Albertville City students to and from school and school related events and activities.

