

Hobbs Municipal Schools Job Description

Position: Director of Career Technical Education Job Description

Supervisor: Superintendent, Assistant Superintendents

General Job Description: The Director of Career Technical Education (CTE) is responsible for planning, coordinating and implementing career technical education programs/services for Hobbs Municipal Schools. The Director will provide leadership in curriculum development and maintenance for all Hobbs Career Center programs ensuring the curriculum meets state approved CTE standards. The Director is knowledgeable of New Mexico CTE program development, implementation and reporting requirements. The Director will develop and implement professional development to ensure CTE teachers and programs at the Hobb Career Center stay current in the latest changes at the state and federal level and will assist teachers as they strive to improve their curriculum and delivery of instruction. The Director will be responsible for coordinating the development of dual credit agreements with postsecondary partner(s). The Director serves as a resource to district administrators, board of education, businesses, agencies and non-profit organizations. The Director will provide additional support and/or leadership in a variety of district and county projects.

Qualifications:

1. Master's degree preferred.
2. Ability to obtain New Mexico administrative license as required by the State of New Mexico.
3. Prefer experience in career and technical education courses for administration, supervision and organization of career and technical education programs.
4. Three – five years' experience in administration and supervision in career or industry education preferred.
5. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Responsible for the planning, coordination and delivery of career technical education for Hobbs Municipal Schools.
2. The Director will provide leadership to administration and teachers to ensure curriculum meets CTE standards.
3. Responsible for Hobbs Career Center programming and financial decisions.
4. Responsible for development and management of Hobbs Career Center budget.
5. Provides leadership to Hobbs Career Center administration and staff to develop new programs and completes state required annual reviews.
6. Coordinates the preparation, documentation and delivery of all grants, forms and reports as required by the New Mexico Department of Education and the U.S. Department of Education.
7. Supervises, evaluates, and coordinates work for staff in the assigned area.
8. Establishes staff's work timeliness and communicates project status with the superintendent or designee.
9. Designs and implements in-service training programs for CTE teachers and administrators.
10. Works with Technology Director to model appropriate technology use and integrate instructional technology/media and software into the delivery of programs, services, and professional development activities.
11. Designs and implements dual credit agreements with postsecondary schools for CTE programs.
12. Is primary liaison between business/industry and CTE programs.
13. Responsible for the coordination of work-based learning for CTE students.
14. Participates in board of education meetings and serves in special assignments as requested by the superintendent.

Additional Duties and Responsibilities:

1. Represents the district on educational advisory boards, community boards and commissions as requested by the superintendent.
2. Performs other related duties as assigned.

Skills/Other:

Leadership and public relations skills through knowledge of the organization, administration of secondary career technical education. Excellent verbal, written, electronic and interpersonal communication skills. Ability to effectively hire, train, supervise, and evaluate staff. Ability to solve complex problems logically and effectively, to work independently, to manage multiple tasks and demonstrate effective time management skills. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position. Ability to utilize district technology and work to maintain proficiency, as required skills sets change with technology and/or the needs of the district. Punctuality and good attendance are requirements for the position. Ability to work a flexible workday, work week, and work year. Represents the district in a professional manner at all times. Works successfully as a member of the team.

Demonstrate honesty, integrity, and professionalism at all times. Ability to exercise good judgment and make decisions in accordance with board policies and established administrative guidelines.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. Must be able to work under stressful conditions.

Safety and Health Requirements:

Blood borne Pathogens Standard Training
Child Abuse/Substance Abuse Workshop

Terms of Employment:

Salary and work year to be established by the Board.