

Posted: Monday, May 10, 2010
Deadline: Friday, June 4, 2010 @ 4:00p.m.



DIRECTOR, CAREER AND TECHNICAL EDUCATION

POSITION OPPORTUNITY:

Ingham Intermediate School District administrators are responsible for implementing the mission and goals of the District, including, but not limited to, seeking continuous improvement of services provided; seeking to satisfy constituent needs within the parameters of the goals and District resources; providing leadership to enable staff to perform their jobs to the best of their potential, and seeking to make the Ingham ISD indispensable to its constituents.

QUALIFICATIONS:

- ~ Master's degree with course work in administration, supervision and organization of educational programs.
- ~ Three years experience in administering and/or teaching in CTE programs.
- ~ Current teaching certificate and/or vocational authorization required.
- ~ Demonstrates knowledge and expertise in facilitating implementation of CTE programs and services.
- ~ Demonstrates knowledge of labor laws, market concepts and economic development and how each can be utilized in working with the District and/or employers in developing innovative CTE programs and services.
- ~ Demonstrates effective use of accountability strategies/expectations to focus and guide others in accomplishing work objectives.
- ~ Self-directedness and initiative when given a variety of responsibilities and assigned tasks/projects.
- ~ Ability to analyze problems, generate innovative solutions and make decisions within varied team compositions.
- ~ Demonstrates use of effective interpersonal skills to gain commitment for and acceptance of ideas/plans.

- ~ Ability to build trust work and communicate effectively with administrators, staff, students and their families as well as with various funding agencies, employers and post secondary education constituents.
- ~ Ability to build and maintain strategic partnerships and relationships to help achieve district, business and community goals.

GENERAL RESPONSIBILITIES:

Under the general direction of the Assistant Superintendent of Instruction, provides oversight for the continuum of career and technical education programs and services for constituents. The Director provides leadership for career preparation, assessment, instructional programs and work-based learning. The Director also develops linkages with local districts, employers, regional business partners and post secondary programs to create opportunities for constituents.

PERFORMANCE RESPONSIBILITIES:

- ~ Supervise, mentor, appraise and support professional development for assigned administrators and staff.
- ~ Ensure that Career Services and Technical Education (CSTE) programs are relevant, technologically advanced and effective in preparing students for future employment, training and/or higher education.
- ~ Provide technical assistance, administrative support and coordination for all CSTE activities and programs in the Career Education Planning District (CEPD) operated by the local districts and/or the ISD to meet state and federal guidelines/requirements for state approved Career and Technical Education (CTE) programs.
- ~ Facilitate, coordinate and support CTE compliance obligations for the ISD and local districts to include the Civil Rights Compliance Review and Technical Review, Assistance and Compliance processes.
- ~ Coordinate data collection on the Career and Technical Education Information System (CTEIS), including annual student follow-up reports and submission of required OCTE forms and reports.
- ~ Lead innovation in CSTE through development of new and emerging programs/services to support our regional labor market needs.
- ~ Provide leadership and direction for the CTE program evaluation and improvement.
- ~ Provide oversight for and/or develop assigned CSTE program budgets. Monitor all budgets to ensure expenditures align with the district's vision, mission and goals.
- ~ Pursue and develop opportunities for career exploration, preparation, assessment and training activities/programs to support and enhance a continuum of student learning opportunities.

- ~ Plan, develop and initiate activities necessary to facilitate business, industry and education cooperation, e.g. Perkins Act, Tech Prep, Workforce Development, as well as work with community economic development activities.
- ~ Establish and maintain strong relationships with employers, post secondary career development programs and regional business partners to design and implement an effective placement transition system for students within CTE programs.
- ~ Initiate and maintain activities necessary for the coordination and articulation of programs and services between and among secondary and post secondary institutions to train youth, as well as adults.
- ~ Develop major employer outreach activities. Examples of such activities include employer luncheons, open houses, job fairs, career fairs, presentations to service clubs and other activities that enhance our image in the community.
- ~ Provide leadership for the integration of career services and technical education with programs and services provided through general and special education.

COMPENSATION:

Administrator Pay Scale
Salary mid \$90,000's

TERMS OF EMPLOYMENT:

52 weeks/year, 5 days/week, 8 hours/day

APPLICATION PROCEDURE:

A COMPLETED ONLINE APPLICATION, RESUME, AND COVER LETTER OF INTEREST ARE REQUIRED:

See Application Instructions at www.inghamisd.org

A resume and letter of interest may be:

- Attached within the Application (preferred)
- Faxed: (517) 676-4294
- Emailed: jobline@inghamisd.org
- Mailed: Ingham ISD, Human Resources
2630 West Howell Road
Mason, MI 48854