

Director - College Career and Technical Education

Posted Date 4 hours ago(4/25/2025 3:30 PM)

Location Name: Central Office

Salary Min: USD \$97,154.02/Yr.

Salary Max: USD \$138,759.87/Yr.

Category: Central Office

of Openings: 1

Close Date: 5/9/2025

Subject: CTE - Non-Instructional position

Purpose and Scope

SUMMARY DESCRIPTION:

The Director of College Career and Technical Education helps to set the District's strategic vision for CCTE programming, including development of key performance goals and indicators aligned to student, school, community, and workforce development needs and opportunities. The Director seeks opportunities and leverages available resources aligned to school and program needs; communicates district priorities, and facilitates professional development at the district, school, and department levels. He/she works collaboratively across district offices and divisions and at the school sites as well as with the community business partners, higher education partners, and other local, state, and federal agencies to continuously support and improve program quality. The Director provides guidance, support, and accountability (including program compliance) to ensure strategic programming, expansion, and improvement of program courses, pathways, resources, and outcomes.

Essential Job Functions

This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the primary job elements.

1. Serves as the instructional leader in the development, program monitoring, and implementation of high quality CCTE curriculum which is focused on ensuring that all MSCS students' graduate college and career ready.

2. Oversees district-wide program planning, organizational management & supervision of CTE programs including ensuring high quality programs of study aligned to workforce development demands and district priorities.
3. Prepares and administers CTE budget and grant management to ensure program compliance, strategic use of resources, and maintenance of appropriate materials, equipment, and facilities.
4. Collaborates with school(s), district, and community business partners by communicating and reinforcing district priorities and expectations, strategically planning, monitoring key performance indicators, and brokering and leveraging resources for continuous improvement to CTE programs
5. Supports teachers and administrators in meeting identified goals in college career and technical education programs to provide students with rigorous academic/career pathways aligned to economic and labor market needs and trends.
6. Establishes partnerships in the business/industry community to enhance career opportunities for students.
7. Assists schools in obtaining necessary classroom materials and other resources to ensure program quality. This includes assisting school leadership team in determining equipment and supply needs and overseeing the use and maintenance of all career and technology education equipment at all schools.
8. Keeps abreast of developments in college career and technical education, curriculum and instruction and uses data to establish, monitor, and ensure progress toward key performance goals.
9. Ensures compliance with local, state, federal, and other grants, and retains any data necessary for reporting to state and federal agencies and other funders.
10. Develops, presents, and defines program budget requirements; oversees and approves program expenditures and prepares financial forms and reports.
11. Supervises and supports the professional development of staff by establishing and clearly communicating program goals and standards to effectively select, train, motivate, delegate, monitor and evaluate performance to ensure targets and goals are met. Facilitates professional development and serves as coach and mentor, as appropriate.

12. Assist in establishing and maintaining relationships with employers, developing and promoting employment opportunities for students. In conjunction with program faculty, facilitate the development and implementation of an effective evaluation and assessment process for each project.
13. Directs the preparation and maintenance of a variety of narrative and statistical reports, presentations, records, correspondence, and files related to assigned service, activities, and operations; provides for appropriate research and compiles reports, as needed.
14. Performs other related duties as assigned or directed.

Minimum Qualifications

The position requires a Bachelor's Degree from an accredited college or university with an emphasis in Education, Business, Career and Technical Studies, or other relevant field of study. It also requires 7 years of successful experience in secondary and/or career education, with demonstrated effectiveness related to Career and Technical Education. A Master's Degree, valid Tennessee School Administration certification and/or administrative experience are highly preferred.

(PROOF OF EDUCATION, TRAINING, AND/OR EXPERIENCE IS REQUIRED).

Degree Equivalency Formula:

Bachelor's Degree= 4 years plus required years of experience.

Master's Degree=6 years plus required years of experience.

Additional Job Details

Interested persons should apply for this position directly through the Memphis Shelby County Schools careers website: www.scsk12.org/careers.

Salary Range: Minimum - \$97,154.02 to Maximum - \$138,759.87