



Pickens County Schools

Job Descriptions

DIRECTOR OF CTAE

Title/Position: Director of Career, Technology, Agricultural Education

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 210 Days

Reports to: Principal

Qualifications: As set by state certification authorities

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- Recommend to the principal and Superintendent, the appointment of members of the general advisory committee.
- Arrange an agenda for all advisory and craft committee meetings.
- Develop a vocational program designed to meet the needs of the students and community.
- Cooperatively with principal in the selection and recruitment of vocational teachers.
- Procure vocational equipment and materials needed for instruction.
- Orient new vocational teachers.
- Develop procedures for student admission.
- Provide all students with knowledge of all vocational courses.
- Assist counselors in orienting students in grades 7, 8, and 9 to vocational programs.
- Assist counselors in working with students making vocational decisions and planning for future.
- Recruit students for vocational programs.
- Organize and promote youth clubs for vocational students.
- Orient academic teachers to vocational education programs.
- Correlate the academic program and the Industrial Arts program with the vocational program.
- Enlist the aid of all teachers in promoting vocational education.
- Visit vocational classes and confer with instructors concerning the improvement of instructional techniques and laboratory organization.
- Involve vocational teachers in the total school program.
- Develop procedures for evaluation of teaching staff.
- Make follow-up of alumni.
- Implement a job placement program.
- Correlate curriculum of academic and vocational programs.
- Assist teachers in developing and using a variety of good teaching methods.
- Provide adequate teaching materials and supplies.
- Plan and coordinate an adequate transportation system (where applicable).
- Develop an adequate financial budget for program operation.
- Plan and coordinate activities for special emphasis days (such as Tech days, Open House, etc.).

- Purchases instructional equipment as needed to maintain program.
- Purchase textbooks and reference books.
- Maintain instructional equipment.
- Recommend new personnel as needed to keep competent staff available at all times.
- Plan and coordinate a housekeeping program for all shops and laboratories.
- Involve civic and community groups in the vocational program.
- Provide information for meetings on Vocational Education.
- Assume leadership in developing a comprehensive exploratory prevocational program at the middle grades.
- Coordinate the development and operation of special programs for the disadvantaged and handicapped (including CVAE programs).
- Meet regularly with academic and vocational teachers in implementing the new curriculum guides for interlocking the curricula.
- Coordinate the skill development laboratory programs with the cooperative (on-the-job) training in a manner that will benefit the most students.
- Maintain a close liaison with post – secondary area technical schools in correlating the secondary vocational offerings with the post – secondary offerings.
- Plan and conduct tours and field trips to business and industry.
- Organize, promote and direct extension training programs as needed for adults.
- Keep the community informed about vocational programs through the various news media.
- Participate in community affairs in order to maintain a close friendly relationship with labor, employers and other interested community groups.
- Provide principals with general information and research results on vocational education.
- Inform principals regarding new programs needed for in- school and adult classes.
- Submit regular progress reports to Superintendent.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

FLSA Status: Exempt