**NESHOBA COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** CTE Contact

**TITLE OF SUPERVISOR:** AssistantSuperintendent

**RESPONSIBILITIES:** To provide leadership in developing, implementing, coordinating, and CTE in accordance with the district curriculum strategic and

 technology plan.

**SALARY:** Salary is reflective of the Neshoba County School District salary scale

**QUALIFICATIONS:** 1. Valid Endorsement Code of 486 and 488 (Administrator)

 2. Ability to communicate effectively with students, staff, parents and

 community and a willingness to provide the leadership in the development of a high quality instructional program

 3. A minimum of two years of administrative experience preferred

**DESCRIPTION OF DUTIES:**

1. Work with school site counselors to ensure all students have completed a career interest survey that is revisited annually;
2. Recruit students for available CTE programs;
3. Train teachers in how to implement Standards based instruction;
4. Collaborate with CTE instructors on providing a High Quality CTE program;
5. Arrange and direct in-service education for CTE staff;
6. Responsible for assisting with writing and evaluating any CTE (Perkins) grants;
7. Be a liaison to community organization;
8. Make recommendation for long-term adjustments, changes, additions, and deletions in the CTE programs to meet changing job trends and labor market needs;
9. Monitor present course offerings for applicability to future job markets and build CTE programs of study;
10. Assist in the recruitment and screening of CTE personnel;
11. Assist in obtaining proper program completion and licensure certification for CTE personnel;
12. Market CTE programs and partnerships;

Revised 6/02/2022