

TITLE

Career and Technical Education Director

ESSENTIAL FUNCTIONS

- Stay current on Carl Perkins Federal and State regulations that affect our programs
- Attend Regional CTE monthly meetings
- Attend State CTE quarterly meetings
- Attend summer conference
- Supervise all Career and Technical Education teachers
- Write the five year plan
- Write the yearly addendum
- Plan the CTE yearly budget
- Review the monthly “statement of expenditures and encumbrances”
- Prepare for Federal program and fiscal monitoring
- Each semester, complete competency and concentrator reports for each CTE class
- Complete yearly follow-up report