

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Supervisor, CTAE (Career, Technical and Agricultural Education)	<b>JOB CODE:</b> 670A
<b>DIVISION:</b> Academic – Teaching & Learning	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Applied Learning and Design	<b>WORKDAYS:</b> 238
<b>REPORTS TO:</b> Director, Applied Learning and Design	<b>PAY GRADE:</b> CS1 (5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides leadership in the development, implementation, and evaluation of the Career, Technical, and Agriculture Education program.	

### REQUIREMENTS:

1. Educational Level: Master’s degree required
2. Certification/License Required: Valid Georgia Leadership Certificate or Vocational Director Certificate
3. Experience: 3 years teaching experience at secondary level, building or district leadership and/or CTAE experience preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; leadership, organization

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

### ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Supervises and evaluates selected Instruction & Innovation Practice staff.
3. Communicates pertinent information to coordinate with other school district divisions and K-12 District area initiatives as appropriate.
4. Promotes the writing of online units; works with teachers in developing curriculum and units; and reviews the online curriculum and resources for CTAE, noting edits, revisions, and additions that are needed; coordinates the selection of textbooks, supplementary materials, instructional equipment/technology, and orients teachers in the use of these resources.
5. Works with local administrators, teachers and other instructional personnel in the effective assessment of student learning, the interpretation of data, and the resolution of problems related to curriculum and instruction.
6. Knows qualifications for each position regarding experience and teacher certification; assists school administration in acquiring highly qualified teaching personnel; and promotes attendance to all state-sponsored professional development meetings for teachers to enhance teaching skills and professional growth.
7. Works cooperatively with the Purchasing Department in developing and evaluating bid specifications/awards and finalizes the purchasing process for CTAE furniture and equipment; reviews plans and specifications for CTAE programs in new or renovated facilities and assists in the maintenance and operation of computer/equipment in the CTAE programs’ labs.
8. Coordinates Governor’s Honors program and the system level advisory council for Career, Technical, and Agricultural Education; organizes and monitors Industry Certification process for CTAE program and coordinates test administration of GA DOE End of Pathway Assessments (EOPAs).
9. Coordinates the implementation of all SACS, Georgia Standards, and State and Federal regulations related to the CTAE program; participates in the overall evaluation of the Career, Technical, and Agriculture Education (CTAE) program.
10. Prepares annual application for state/federal funds and prepares all necessary reports to Georgia State Department of Education; projects budget needs and monitors the use of allocated CTAE funds.
11. Works collaboratively with post-secondary institutions, GA DOE, Cobb Chamber of Commerce, and community organizations and monitors the College Credit Now Dual Enrollment programs and Articulation Agreements with local technical colleges, local private post-secondary institutions, and Board of Regents post-secondary institutions.

12. Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_