

Position Guide Dawson County School System

Title:	
Career, Technical, and Agricultural Education (CTAE) Supervisor	
Date Approved:	Date Revised:
2/15/88	7/10/00
Reports To:	Terms of Employment:
High School Principal	12 months
Supervises:	Pay Schedule/Grade:
All instructional personnel in the vocational program	State + Admin. Supplement
	Descriptor Code:
Qualifications:	
Master's Degree Certification as Supervisor of Vocational Education or Leadership in Administration and Supervision Minimum of 3 years in teaching	

Superintendent



High School Principal



CTAE Supervisor

Performance Responsibilities:
<p>Maintain close working relationships with community and state agencies and area businesses, industries, and labor organizations, in order to provide training consistent with needs, and establishes lay advisory committees as needed.</p> <p>Continuously appraise and evaluate the total vocational program to achieve the established goals of providing the opportunity for people to prepare for gainful employment.</p> <p>Maintain current knowledge of all pertinent rules and regulation affecting vocational education.</p> <p>Advise and assist in obtaining state and federal funds for vocational and technical education programs.</p> <p>Assume responsibility for the collection, review and submission of all forms and reports relative to vocational education to state agencies.</p> <p>Recommend, supervise, and devise, as appropriate, vocational and technical programs for postgraduates and nongraduates in the community, including adult education.</p> <p>Assist the principal with recruitment, supervision, and evaluation of all instructional personnel in the vocational education program.</p> <p>Coordinate the gathering, selecting, and analysis of data with respect to jobs available to local high school graduates. Work to identify and define local job opportunities and the role of the schools in meeting these opportunities.</p> <p>Coordinate all work-related programs in the schools.</p> <p>Prepare and administer the annual budget for vocational programs including state and federal grants.</p> <p>Develop activities designed to create a strong working relationship between vocational programs including state and federal grants.</p> <p>Develop activities designed to create a strong working relationship between vocational teachers and the entire staff.</p> <p>Serve as the system Title IX coordinator.</p> <p>Assist the principal in supervisory and administrative duties including supervision and discipline of students, supervising special or extracurricular activities, evaluating staff, developing schedules, etc.</p> <p>Assume all other duties as assigned by the principal or designee.</p>