



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	Career Tech Center Site Director	FLSA Status:	Exempt
Job Family:	Licensed Administration	Pay Range:	A/P Schedule-Grade M
Prepared/Revised Date:	May 12, 2024	Job Code:	10616
		Days:	223

SUMMARY: The Career Tech Center Site Director will provide leadership in collaboration with the Director of Career and Innovation and Building Principals for programmatic and curricular decisions regarding all CTE programs and pathways offered at the PSD Career Tech Center. This leader will also serve as an industry liaison for the related industry fields. Duties will include course design, operations, budget, program planning, IEP accommodation services, and implementation and evaluation of the CTE programs. This Director will identify and provide teaching staff with the opportunities for further training and professional development in both pedagogy and industry-related subject matter.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Create, implement, and continuously monitor the planning and implementation of a diverse set of district-wide secondary CTE programs housed at the PSD Career Tech Center covering in-demand, high-wage industries.
2. Collaborate with the Career & Innovation team to identify opportunities to create innovative programs and connections such as internships, apprenticeships, capstones, industry tours, and other work-based learning opportunities. Instruct students in large, small, and one-on-one situations.
3. Assist with the hiring of new staff and the creation of the PSD Career Tech Center compensation plan.
4. Create new CTE programs and update and revise existing program approvals in collaboration with the CTE Coordinator.
5. Serve and actively participate as an educational leader on a variety of state, regional and district committees. Consult other districts seeking to replicate PSD's industry-leading programs.
6. Support teachers in ensuring that education and CTE certification requirements are met and maintained.
7. Evaluate and supervise personnel for the purpose of monitoring performance, providing professional growth, and achieving overall objectives of the school's curriculum.
8. Work collaboratively with Principals and discipline teams to implement and monitor safety plans. Establish guidelines and expectations for appropriate student behavior with the goal of maintaining an academic environment conducive to student achievement including, but not limited to supervision during lunch, in the hallways, and during co-curricular activities at night and after school.
9. Report, monitor, research, and analyze program data to assure compliance with programs.
10. Prepare and monitor operating budgets.
11. Support CTE teachers in curriculum selection, standards alignment, and vertical articulation which includes the selection of textbooks, hardware, software, and other teaching materials for CTE programs.
12. Lead, organize, and supervise the STEM-X summer program. This includes hiring teachers, managing the budget, registering students, and promoting the program.
13. Collaborate with Integrated Services, Language Culture and Equity, Curriculum, and other PSD departments to deliver instructional programs aligned with the needs of exceptional populations.
14. Promote and align CTE programs and courses to middle school, high school, and postsecondary.
15. Attend and participate in CTE Advisory Committee meetings.
16. Participate in social, cultural, and co-curricular activities with a focus on regional and state CTSO competitions.
17. Attend work and arrive in a timely manner.
18. Perform other duties as assigned.



EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in Education or Business.
- Three or more years of related experience or teaching experience in a CTE program recommended.
- Two or more years of experience as a Dean or Assistant Principal.
- Experience in career and technical program coordination and reporting procedures preferred.

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Principal or Administrator’s License.
- CTE Director Credential.
- Valid driver’s license.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Knowledge of CTE programs, Colorado Vocational Act, CCCS Standards and Colorado Career Clusters.
- Knowledge of current workforce/employment demand and industry trends.
- Ability to effectively communicate with staff, students, parents, and community.
- Human relation skills.
- Excellent written communication skills.
- Ability to work with/be a part of a team.
- Data analysis, budget management, documentation, research, and monitoring skills.
- Collaboration and facilitation skills.
- Planning and organizational skills.
- Knowledge of District’s Ends Policy.
- Ability to frequently travel among district facility locations.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to be a part of/work with a team.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Career and Innovation	
Direct Reports:	PSD Career Tech Center licensed and classified staff	10



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	