



**Job Title: Career and Technical Education Assistant Director**

**Job Purpose**

- Assist the Career and Technical Education (CTE) Director in the administration, supervision, and evaluation of all CTE programs and personnel.
- Support compliance with federal and state regulations, including the Perkins V State Plan, as established by the Mississippi Department of Education.
- Provide leadership in program implementation, grant management, student performance monitoring, and workforce partnerships to enhance college and career readiness.

**Knowledge, Skills, and Abilities**

- Knowledge of federal, state, and local laws, policies, and procedures governing Career and Technical Education, including Perkins V requirements and state funding guidelines.
- Knowledge of curriculum standards, accountability measures, and assessment systems, including industry certification requirements and embedded work based learning.
- Knowledge of school district policies, organizational structure, and communication channels.
- Knowledge of principles of supervision, program evaluation, strategic planning, and educational leadership.
- Ability to assist in writing, implementing, and monitoring federal and state grants while maintaining accurate financial documentation.
- Ability to analyze enrollment, completion, certification, and placement data to improve program effectiveness.
- Ability to observe, support, and evaluate instructional staff using established district evaluation systems.
- Ability to plan, coordinate, and evaluate large-scale programs, recruitment initiatives, and special events.
- Ability to maintain complete and accurate records, develop reports, and make data-driven recommendations.
- Ability to effectively communicate orally and in writing, including public presentations and community engagement.
- Ability to exercise tact, professionalism, and courtesy in frequent interactions with staff, students, parents, business leaders, and community stakeholders.
- Ability to establish and maintain effective working relationships and support instructional staff.

**Minimum Qualifications**

- Master's Degree in Educational Leadership, Career and Technical Education, or a related field.
- Must hold a valid Mississippi Administrator License (Endorsement 486).
- Eligibility for or willingness to pursue Career and Technical Director endorsement preferred.
- Minimum of five (5) years of successful experience in education, with at least three (3) years in Career and Technical Education preferred.
- Completion of state-sponsored CTE leadership training or willingness to complete required training within the first year of employment.
- Must pass required criminal background and child abuse registry checks in accordance with Mississippi law.

**Duties and Responsibilities**

- Demonstrates prompt and regular attendance.

- Assist the Director in the overall administration and daily operations of the CTE department.
- Support development, implementation, and monitoring of the district's CTE local plan and ensure alignment with budgetary and grant requirements.
- Assist in preparing grant applications, purchase requisitions, and documentation for supplies, equipment, technology resources, staff development, and program activities.
- Monitor program expenditures to ensure compliance with Perkins and other funding guidelines.
- Oversee accurate collection and reporting of enrollment, completion, certification, and placement data through appropriate state reporting systems.
- Assist with coordination and administration of CTE assessments and certification testing, including national industry credentials and embedded work based learning.
- Conduct regular classroom and laboratory visits; complete informal observations and provide feedback to support instructional improvement.
- Assist in monitoring equipment inventory and ensuring compliance with safety standards in labs and shops.
- Support recruitment, retention, and student recognition initiatives, including career fairs, advisory meetings, open houses, and career expos.
- Coordinate advisory committee documentation and promote active engagement with business and industry partners.
- Monitor student progress, discipline, attendance, and Individual Success Plans (ISPs) in collaboration with teachers and administrators.
- Assist in tracking student placement and follow-up after program completion.
- Provide administrative and instructional support to middle and high school CTE programs.
- Maintain positive communication and outreach efforts, including social media and community engagement.
- Perform other job-related duties as assigned by the immediate supervisor or superintendent; travel to meetings may be required.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

**Reports to:** Career and Technical Education Director or Designee

**Supervises:** Career and Technical Education Employees

**Terms of Employment:** 220 Days

**FLSA Status:** Exempt

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature
	Date