



Career and Technical Education (CTE) Director & Logistics Job Description

APR 07 2026
G.C. SCHOOL BOARD

Job Purpose

- Provides strategic leadership and supervision for the district's Career and Technical Education (CTE) programs.
- Aligns CTE curriculum and programming with workforce demands and industry-recognized credentials.
- Directs and oversees logistics, facility and technology needs.
- Ensures all programs and operations comply with federal, state, and local regulations.
- Leads district-wide emergency weather response planning and infrastructure safety initiatives.
- Supervises Career and Technical Education personnel and related operational departments.

Knowledge, Skills and Abilities

- Comprehensive knowledge of local, state, and federal laws, policies, and regulations governing Career and Technical Education, including Perkins V requirements and Mississippi Department of Education guidelines.
- Knowledge of workforce development trends and the integration of industry standards into CTE programs.
- Knowledge of school district operations, including facilities management, maintenance systems, technology infrastructure, state building codes, and safety regulations.
- Knowledge of organizational leadership, supervision, budgeting, and administrative principles.
- Ability to plan, implement, supervise, and evaluate large-scale educational and operational programs.
- Ability to manage complex construction and capital improvement projects from planning through completion.
- Ability to develop and monitor departmental budgets and analyze financial data effectively.
- Ability to maintain accurate records, prepare reports, and ensure regulatory compliance.
- Ability to conduct school site visits and evaluate program and facility effectiveness.
- Ability to develop emergency response protocols and coordinate crisis management efforts.
- Strong leadership, interpersonal, and communication skills, including the ability to present information to large groups and work effectively with staff, students, parents, community partners, and government agencies.
- Ability to establish and maintain effective working relationships and exercise tact and professionalism in public interactions.

Minimum Qualifications

- Master's degree in Educational Leadership, Vocational Education, or a related field.
- Valid Mississippi Administrator License (486) and/or appropriate CTE Administrator endorsement (911), or eligibility to obtain required certification.
- Minimum of five (5) years of successful experience in school administration, CTE program leadership, or related administrative role.
- Experience in facilities management, district operations, or project management preferred.
- Successful completion of all required state and federal background checks.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Plans, develops, implements, and evaluates a comprehensive district-wide Career and Technical Education program.
- Supervises and evaluates CTE personnel, including hiring, assignment of duties, performance evaluations, and professional development.

- Develops short- and long-range goals, policies, and procedures for CTE and operational departments; monitors implementation and recommends improvements.
- Establishes and maintains partnerships with local industries, workforce agencies, community colleges, and business leaders to expand student opportunities and workforce readiness.
- Conducts needs assessments and researches workforce and industry trends to guide program development and expansion.
- Develops marketing strategies to promote CTE programs and communicates program accomplishments to stakeholders and local media.
- Ensures compliance with all federal, state, and local regulations; prepares and submits required reports to the Mississippi Department of Education and other agencies.
- Develops, manages, and monitors budgets for CTE, Maintenance, Technology, and Facilities, including oversight of Perkins and other funding sources.
- Oversees Maintenance and Facilities to ensure safe, clean, and well-maintained buildings and grounds.
- Oversees Technology to ensure reliable network infrastructure, hardware support, cybersecurity, and instructional technology integration.
- Manages capital improvement projects, new construction, renovations, and procurement of specialized equipment or system upgrades.
- Coordinates district emergency preparedness efforts, including monitoring weather conditions and advising the Superintendent regarding closures and safety procedures.
- Conducts regular school site visits to evaluate program effectiveness, facility conditions, and compliance with district standards.
- Maintains accurate inventories of property and ensures accountability for district assets.
- Assumes responsibility for student health, safety, and welfare within supervised programs.
- Responds to correspondence, public inquiries, and stakeholder concerns in a timely and professional manner.
- Keeps the Superintendent informed regarding CTE programs, operational matters, and district needs.
- Travels to school sites, professional meetings, and agency functions as required.
- Performs other job-related duties as assigned by the Superintendent.
- Supports the George County School District Core Beliefs and Mission.

Supervises: Career & Technical Education Personnel; Maintenance, Technology, and Facilities Departments

Reports To: Superintendent

Terms of Employment: 240 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 intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

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