

Jones County School District
5204 Highway 11 North
Ellisville, MS 39437
www.jones.k12.ms.us

VACANCY ANNOUNCEMENT

The Jones County School District is seeking qualified applicants for the position of:

CAREER and TECHNICAL EDUCATION DIRECTOR

Application Deadline: Until Filled

Qualifications:

- ◆ Applicant must hold a valid Mississippi Class A license with certifications relating to the administrative functions of the district career and technical programs. (430 & 911, 480 & 911, 486 & 911, 488 & 911, 494 & 911)
- ◆ A minimum of three years of successful teaching experience
- ◆ Administrative experience preferred
- ◆ Applicant should have a strong background in Career and Technical Education and Administration, and be able to demonstrate knowledge of both.
- ◆ Possess excellent written and oral skills
- ◆ Be a consensus builder and have high moral and ethical standards
- ◆ Be willing to work as a team and have strong communication skills

Responsibilities and Expectations:

See Attached Job Description

Application Process:

Certified applications are available online and should be returned to the address listed below.

<http://www.jones.k12.ms.us>

Documents to include when applying include:

1. Completed Application
2. Copy of Current Mississippi Educator License
3. Resume (with at least 3 professional and 3 personal references)

Applicants should mail or deliver the above documents to:

Mail: Jones County School District
C/o Tommy Parker, Superintendent
5204 Highway 11 North
Ellisville, MS 39437

Appointments for interviews will be scheduled as needed by the Superintendent.

CAREER and TECHNICAL EDUCATION DIRECTOR

JOB DESCRIPTION

JOB TITLE: Career and Technical Education Director

JOB GOAL: To provide students enrolled in the Career and Technical Education program with education and training of sufficient excellence to enable them upon graduation to enter the Job market with well-developed skills, varied intellectual interest and sufficient understanding and curiosity to continue their growth and maturation as a worker and as an individual.

RESPONSIBLE TO: Superintendent

RESPONSIBILITY:

1. 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 establish lay advisory committees as needed.
2. Continuously appraise and evaluate the total Career/Technical Education Programs to achieve the established goals of providing the opportunity for people to prepare gainful employment.
3. Maintain current knowledge of all pertinent rules and regulation affecting the Career/Technical Education Programs.
4. Advise and assist in obtaining state and federal funds for the Career/Technical Education Programs.
5. Assume responsibility for the collection, review and submission of all forms and reports relative to the Career and Technical Education Programs to state agencies.
6. Arrange and coordinate professional development for the Career and Technical Education Programs staff.
7. Prepare and administer the departmental budget for review by the Superintendent.
8. Supervise and coordinate use of Career/Technical Education Program buildings and grounds.
9. Provides for adequate inventories of property and fixed assets and for the security and accountability for that property.
10. Approves the master teaching schedule for county Career and Technical Education Programs and ensures proper certification of all CTE Staff.
11. Review and Approve CTE Teacher Salary Budget at the State Reporting Level.

- 12 Check facilities during holidays.
- 13 Fiscally responsible for the budget of the Career and Technical Education Program Instructors at all school locations.
- 14 Performs such other tasks and assumes other responsibilities as the Superintendent may assign from time to time.

