

Opening Date: 3/16/10

Closing Date: Open Until Filled

Re-Post # 540 Revised

**PROVIDENCE SCHOOL DEPARTMENT
797 WESTMINSTER STREET
PROVIDENCE, RI 02903-4045
OFFICE OF HUMAN RESOURCES**

**ANNOUNCEMENT OF ADMINISTRATIVE VACANCY
(CONTINGENT UPON FUNDING)**

TITLE: DIRECTOR OF CAREER AND TECHNOLOGY EDUCATION
LOCATION: DIVISION OF TEACHING AND LEARNING
SALARY: IN ACCORDANCE WITH APPSSA SALARY SCALE
(FOR 12 MONTH DIRECTOR)

NOTE:

Interviews for all open until filled positions can begin 10 days after the initial opening date and continue until the position is filled. Applicants who submit an application after the 10th day of initial posting may not be called for an interview if interviews have been scheduled or if a successful candidate is selected. All open until filled positions are expunged 6 months after the initial opening date.

JOB SPECIFICATION:

Under direction of the Chief Academic Officer, plans, develops, manages, and monitors instructional programs in career education, business education, computer science, consumer science, community-based education, ROTC, and industrial and technology education. Provides program coordination in trades, executive and entrepreneurial internships, vocational support services teams, tech prep and workplace learning. Supervises all career or vocational-technical education projects funded by state or federal grants, and special projects. Fosters relationships with business/corporate community to develop partnerships that foster work-based learning experiences.

KNOWLEDGE, ABILITIES, AND SKILLS:

Thorough knowledge of the career and technology education and computer science programs offered to students in the Providence Public Schools. Knowledge and ability to budget and account for funds received from local, state, and federal sources. Ability to manage and/or administer special programs with an emphasis on providing career development. Ability to develop and pilot new career and technology education programs. Ability to interpret legislation affecting career and technology education. Ability to interface with the business/corporate community. Skill in supervising and coordinating staff that has diverse specialties and which is dispersed to many work locations. Excellent oral and written communications and human relations skills.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

- Develops the budget for the Office of Career and Technology Education, makes allocations to staff and monitors expenditures.
- Plans, directs and coordinates the work of school-based coordinators.
- Prepares the annual career and technology education plan for submission to the State of Rhode Island Department of Education, and subsequent financial and program reports.
- Supervises the preparation of all necessary documents to the Board of Education that is necessary to receive and expend funds.
- Keeps abreast of current career and technology education trends, research and programs at the state and national levels.
- Keeps current on changes in education, society and the workforce that would have an impact on programs offered by the department.

DUTIES Continued

- Utilizes input of the community, advisory committees and the school system to provide students with career and technology education programs which are responsive to their needs.
- Works with other Providence Public School departments to plan and coordinate the development and provision of appropriate materials, equipment and facilities for career and technology programs.
- Develops and monitors a comprehensive career and technology education plan for the division.
- Provides leadership for and coordinates the division's professional development activities.
- Supervises the development and/or revision of career and technology education curricula.
- Plans for and coordinates the participation of business, labor and other groups in the planning, operation and monitoring of career and technology education programs.
- Serves as the school system's liaison to several advisory committees, councils and planning groups in the community.

QUALIFICATIONS:

**Certificate required by the RI State Department of Education
Rhode Island Administrative Certificate**

- Master's Degree from an accredited college or university.
- Five years teaching experience, preferably in a Career and Technology program.
- Three years administrative experience.
- Three years experience as a program administrator in a career and technology education program, preferred.
- Strong communication and group facilitation skills.
- Vision and creativity to assist in managing and supporting the development of CTE programming in schools.
- Experience in planning, developing and implementing educational policy and programs.
- Knowledge of current research theory and practices in curriculum and instruction, especially at the high school level.
- Ability to merge divergent views and expectations into a long-range vision for students, district staff and the community.
- Demonstrated ability to provide instructional leadership.
- Demonstrated ability to work collaboratively with students, staff, parents and members of the community.
- Experience with classroom research and curriculum development/design.
- Extensive experience in professional development program design and implementation.

**Please visit www.providenceschools.org and go to Human Resources for detailed information on the application process.*

Applications may be obtained from the Office of Human Resources, 797 Westminster Street, Providence, RI. The completed form must be returned to the Office of Human Resources no later than 4:30 p.m. on the above closing date.

An Equal Opportunity Employer. The Providence School Department does not discriminate on the basis of race, age, sex, religion, sexual orientation, gender identity or expression, national origin, color, disability or veteran status. Vision: The Providence Public School District will be a national leader in educating urban youth. Mission: The Providence Public School District will prepare all students to succeed in the nation's colleges and universities, and in their chosen professions.

PLEASE POST

File Name: Director of Career and Technology Education