

Job Description

Job Title: Instructional Supervisor
Career & Technical Education (CTE)

Supervisor: Executive Director
Secondary Teaching and Learning

Position Code: 1E16, AE16

Pay Grade: 44

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for planning, developing, implementing, and monitoring the Career and Technical Education (CTE) program for the school division. Position develops curriculum, provides staff development, submits state and federal reports, and prepares/monitors the CTE budget.

Essential Duties

1. Develops, implements, monitors and revises curriculum for CTE education (grades 6-12).
2. Ensure that student progress is evaluated on a regular, systematic basis, and the findings, including student achievement data and district assessments, are used to make CTE programs more effective.
3. Manages and guides the selection and inventory of instructional materials, hardware, and software for the CTE program.
4. Coordinates cooperative education programs in business and marketing instructional areas.
5. Assists in the development and implementation of school division and regional CTE initiatives by providing leadership in support of secondary success initiatives, specifically in the areas of dual enrollment articulation and career pathways. Leads and manages industry certifications, to include ordering, disseminating, analyzing, and reporting.
6. Indirectly supervises CTE teachers and monitors instruction in CTE classrooms through school visits and classroom observations with feedback on a regular basis to ensure consistency of content and effectiveness of instructional delivery. Works collaboratively with building administrators during evaluation processes.
7. Collaborates with the Office of Student Support Services and Special Education and other areas in the Department of Teaching and Learning to deliver instructional programs aligned with the needs of exceptional populations.
8. Conducts professional development for CTE instructors.
9. Collaborates with teachers to coordinate Career and Technical Student Organization events for students.
10. Serves as a central office liaison with the business/industry community to coordinate school-based instruction and work experience programs.
11. Serves on state and regional CTE committees.
12. Coordinates activities of the Newport News CTE Advisory Committee.
13. Administer the CTE division budget, Perkins' grant, and other grants to ensure that programs are cost effective and that funds are managed prudently.
14. Compile division, federal, and grant budgets and cost estimates based on documented program needs.
15. Prepares and submits state and federal reports in a timely manner. Prepares necessary data reports and coordinates the CTE reporting system (VERSO).
16. Assists Human Resources with interviewing and recommending qualified candidates for CTE teaching positions.
17. Evaluates the effectiveness of the CTE program and makes recommendations or revisions as necessary.
18. Maintains up-to-date CTE websites.

Other Duties

1. Initiates and maintains effective liaisons with other school districts, universities, and professional associations to keep informed of developments in CTE.
2. Performs any other related duties as assigned by the Executive Director of Secondary Teaching and Learning or other appropriate administrators.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master’s Degree and be eligible for a Virginia Postgraduate Professional License with endorsements in a Career & Technical Education area and administration and supervision. Must possess five years of successful teaching experience in the CTE field and two years of leadership or supervisory experience. Some experience in an instructional supervisory capacity preferred. Must possess a broad knowledge of state and federal CTE guidelines, curriculum analysis and development, and use of technological applications in the classroom. Must possess experience and skills in budget management, records management, and data interpretation. Must possess excellent communication skills. Must possess the ability to establish and maintain effective working relationships with students, parents, teachers, administrators and business/industry leaders.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to use a telephone, to enter data into a computer, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, to climb stairs, walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Instructional Specialist

Supervision Received: Executive Director of Secondary Teaching and Learning K-12 and Gifted Programs

This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the executive director or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date