Job Description

Job Title: Instructional Supervisor
Career & Technical Education (CTE)  Supervisor: Executive Director
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 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. Supervises and administers CTE program in grades 6 - 12.
2. Develops, implements, monitors and revises curriculum for CTE education (grades 6-12).
3. Coordinates cooperative education programs in business and marketing instructional areas.
4. 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.
5. Serves as a central office liaison with the business/industry community to coordinate school-based instruction and work experience programs.
6. Monitors CTE classrooms on a regular basis to ensure consistency of content and effectiveness of instructional delivery.
7. Indirectly supervises CTE teachers’ content delivery and lab management and works collaboratively with building administrators during evaluation processes.
8. Manages and guides the selection and inventory of textbooks, hardware, software, and other teaching materials for the CTE program.
9. Works with staff to integrate technology applications in CTE classrooms.
10. Conducts staff development for CTE instructors.
11. Prepares and monitors the division’s CTE budget.
12. Prepares and submits state and federal reports in a timely manner.
13. Assists Human Resources with interviewing and recommending qualified candidates for CTE teaching positions.
14. Prepares necessary statistics/reports and coordinates the CTE reporting system (VERS).
15. Evaluates the effectiveness of the CTE program and makes recommendations or revisions as necessary.
16. Serves on state and regional CTE committees.
17. Maintains up-to-date CTE websites.
18. Coordinates activities of the Newport News General Advisory committee.
19. Collaborates with Special Education Department and other areas to deliver instructional programs aligned with the needs of exceptional populations.

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 Curriculum and Instruction 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 an endorsement in a Career & Technical Education area or instructional and supervisory personnel (or administration and supervision license). Must possess five years of successful teaching experience; preferably in the CTE field. 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 dial a telephone, to enter data into a computer terminal/typewriter, 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: None
Supervision Received: Executive Director, Curriculum and Instruction

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