Posting Open March 28, 2023 - April 9, 2023

Career & Technical Education Director Job Posting

- Administers the CTE education programs for the Career Center and provides guidance and coordination of all CTE classes at the sending high schools for the CTE District.
- Provides the educational leadership for the development of CTE programs to meet local needs of the schools and industries within the CTE District.
- Provides coordination of CTE programs for all dual college credit opportunities for the district.
- Evaluates and provides assistance to maintain and/or improve all CTE curriculum offerings throughout the district.
- Promotes CTE for the career center and the CTE district.
- Guide and develop procedures and processes for effective, efficient and accurate budgetary operations for the career center.
- Negotiates the yearly contract with the teacher’s association for the Board of Managers and the career center.
- Assume the major responsibility for evaluation of certified and non-certified personnel.

Performance Responsibilities:

- Maintain a close working relationship with local industries, employers, communities, and state agencies.
- Maintain a current working knowledge of all pertinent rules, regulations, laws, and legislation affecting CTE programs.
- Responsible for all grants and reports for the career center.
- Supervise all CTE programs to ensure the State Course of Study and Career Pathways requirements are met.
- Prepare and administer all career center approved budgets.
- Recommend and supervise all equipment purchases, repairs, and proper disposal for all CTE programs.
- Provide supervision and planning for all career center buildings and property maintenance and or development.
- Maintain a close working relationship and coordinate career center financial and curricular activities with the Heartland Career Center Board of Managers.
- Supervision and evaluation of the Principal and Supervisor of Student Services of Heartland Career Center.
- Attend all state conferences that pertain to Career & Technical Education.

Job Qualifications:

- Preferred: Master’s degree, valid Indiana Director of Career and Technical Education license or Superintendent license
- Preferred: Minimum of five years of CTE leadership and teaching

Please email completed: a letter of intent, resume, application, 3 recent letters of reference, license, and any other pertinent documents to:
Heartland Career Center
Attn: Darcy Conrad
79 S. 200 W.
Wabash, IN 46992
(260) 563-7481 ext. 1222 Fax (260)-562-5544
Email: dconrad@hcc.k12.in.us