



CENTRAL ARIZONA VALLEY INSTITUTE OF TECHNOLOGY – (520) 423-1944  
[www.cavitschools.com](http://www.cavitschools.com)

## **Assistant Principal-Career and Technical Education (CTE) Director 2023-2024 School Year**

### Job Summary:

The Assistant Principal-CTE Director will provide leadership for all programmatic and curricular decisions regarding all CTE programs. This leader will also serve as an industry liaison for the related industry fields. Duties will include course design, operations, budget, program planning, IEP accommodation services, as well as, implementation and evaluation for the CTE programs. This Director will identify and provide teaching staff with the opportunities for further training and professional development in both pedagogy and industry-related subject matter.

### Primary Responsibilities:

- Develop and coordinate all CTE programs across the district in line with the District's strategic plan
- Responsible for establishing a strong CTE student and staff culture
- Supports CTE teachers on a day-to-day basis and provides instructional coaching
- Uses data to help teachers improve classroom instruction by collecting, analyzing and determining next steps based on: disaggregated test scores, school walkthroughs, collections of student work, and interim assessments
- Provides support to CTE teachers in the integration of IEP accommodations, academic standards, employability skills, state technical standards, as well as, postsecondary CTE learning outcomes into their programs
- Puts in place an infrastructure for professional development of school staff
- Studies, evaluates, and recommends to the school leadership the adoption of new instructional materials, methods, and programs within related industry fields
- Actively seek business and postsecondary partnership opportunities in order to provide high quality career and college experiences for CTE students
- Organize curriculum development for CTE courses
- Coordinates activities of school advisory committees
- Provides stakeholder meetings and yearly industry sector meeting
- Responsible for annual program evaluation and maintenance
- Assists with the development and integration of dual enrollment and Program of Study efforts
- Oversees school improvement and industry accreditations
- Performs other related activities including special projects as assigned

Preferred Knowledge, Experience, and Other Qualifications:

- Arizona Administrative and CTE Teacher certification
- Minimum five (5) years CTE teaching experience
- Master's degree in related Education field
- CTE supervisory experience

Special Knowledge/Skills:

- Experience in the training programs offered at CAVIT
- Familiarity with analysis of student success metrics and development of improvement strategies
- Background in curriculum development, project management, strategic planning, and providing professional development
- Knowledge of Arizona CTE, technology, career pathways, and academic standards
- Event planning that includes schoolwide high-profile events involving community
- Demonstrated commitment to continuous professional learning
- Excellent oral and written communication skills
- Ability to work in a self-directed manner and support a school-based team
- Ability to develop and implement a multi-year program development process
- Must be able to problem solve with a creative, entrepreneurial approach
- Must possess strong program leadership capabilities and excellent personnel skills

Posting Timeline:

This job is open until filled. The first review will begin with applications submitted by September 1, 2023. CAVIT School reserves the right to make a hiring decision at any point during the posting period.

How To Apply:

Please visit our website <https://www.cavitschools.com/Employment> and complete the Certified Employment Application. Submit completed application via email to Mike Glover, CAVIT Superintendent at [mglover@cavitschools.org](mailto:mglover@cavitschools.org).

Pay Scale:

\$75,000 to \$90,000

Benefits:

Health insurance, dental insurance, vision insurance, retirement plan, paid time off

Contract Length:

240 Days