

Assistant Superintendent of Career & Technical Education (CTE) and Academic Support Services

The Assistant Superintendent of CTE/Academic Support Services, under the direction of the Superintendent, shall be responsible for supervising the career and technical education activities of the district, all federal programs and budgets, gifted and talented education, ESL, district testing, and special projects. The specific responsibilities shall be:

1. Oversee all aspects of CTE programs and services.
2. Develop and administer a budget for CTE operations.
3. Write, implement, and administer the federal Perkins grant.
4. Continuously appraise and evaluate the total career and technical program to achieve the established goals of providing the opportunity for students to prepare for gainful employment.
5. Maintain current knowledge of all pertinent rules and regulations affecting career and technical education programs.
6. Advise and assist in obtaining state and federal funds for career and technical education programs.
7. Coordinate the program evaluation process for the total career and technical program.
8. Assist in the recruitment and screening of career and technical teachers.
9. Collaborate with the principals and guidance departments to provide career planning activities and programs.
10. Administer all Title programs for the district, including application, budgeting, and monitoring.
11. Assume responsibility for the district's and schools' ACSIP plans, including the development, application, budgeting, and monitoring.
12. Represent the district as federal compliance officer.
13. Monitor the district's ESL, homeless, and gifted programs.
14. Plan the overall structure of the district gifted program in consultation with teachers, administrators, and parents.
15. Coordinate all administrative paperwork inherent in the district program (such as writing proposals for funding, evaluation data, etc.).

16. Provide support and resources for teachers of gifted students.
17. Evaluate the district program and individual school programs to strengthen service to gifted students by obtaining data from teachers, students, and parents.
18. Oversee the district testing program and make recommendations to the administration to ensure full compliance with federal and state regulations.
19. Attend meetings, conferences, and workshops at the state level to keep current with State regulation and compliance issues for mandated testing.
20. Facilitate the administration of testing including the acquisition of testing materials and coordination with school sites regarding preparation in the testing procedures.
21. Receive, inspect, inventory, and distribute test materials to schools' administrators for each administration according to established schedules and regulations.
22. Develop the testing calendar relative to district; coordinate with site test coordinators and personnel timelines for testing schedules and make-ups.
23. Maintain the security over all testing materials, related data, and confidential student information using procedures set forth by the Arkansas Department of Education.
24. Organize, maintain, communicate, and publish testing data as needed or requested for the staff or public.
25. Perform other duties as assigned by the Superintendent.