

Newburgh Enlarged City School District
Job Description

TITLE:	Director of CTE
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REPORTS TO:	Assistant Superintendent of Curriculum & Instruction
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QUALIFICATIONS:	New York State School District Leader (SDL) or School District Administrator (SDA) certification, required.
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JOB GOAL:	To provide visionary leadership and oversight of district-wide Career and Technical Education (CTE) program that prepare all students for success in college, career, and life. The Director ensures program quality, industry relevance, compliance with NYSED regulations, and equitable access to CTE that meet evolving workforce demands.
DUTIES AND RESPONSIBILITIES:	Under the direction of the Assistant Superintendent for Curriculum and Instruction, the Director of Career and Technical Education shall: ● Provide strategic leadership for all district CTE programs, ensuring alignment with the district's mission, vision, and college- and career-readiness goals. ● Oversee the design, implementation, and continuous improvement of CTE curriculum that integrates academic and technical content, aligns with NYSED CTE Frameworks, and meets the needs of all learners. ● Develop and maintain NYSED-approved CTE Pathways, ensuring compliance with state requirements for program approval, work-based learning components, and industry-recognized credentials. ● Collaborate with secondary directors, building leaders, and CTE teachers to expand and update Pathway programs, particularly in high-demand career clusters and emerging industries. ● Build and expand CTE exploratory programs at the middle level, creating age-appropriate pathways that introduce

	students to career clusters and establish a foundation for high school Pathway enrollment. • Serve as the administrator responsible for CTE programs across all NFA campuses, ensuring consistency, quality, and equitable access to CTE offerings district-wide. • Establish clear curriculum review and revision cycles to maintain rigor, relevance, and alignment with regional workforce trends and postsecondary expectations. • Supervise and support CTE teachers, coordinators, and program staff through coaching, mentorship, and professional growth opportunities. • Lead the development of teacher professional learning communities (PLCs) focused on instructional innovation, integration of technical skills, and student performance data. • Facilitate professional development focused on industry standards, career readiness, work-based learning compliance, and instructional best practices. • Partner with NYSED to ensure alignment with approved Career Pathways, including Career and Financial Management (CFM) requirements and Work-Based Learning endorsements. • Collaborate with local industry partners and postsecondary institutions to ensure curriculum-to-career alignment, dual enrollment opportunities, and access to certifications. • Manage federal and state CTE funding (Perkins V and other grants), including compliance, budgeting, and reporting. • Coordinate with secondary school leadership to ensure equitable access to CTE and Pathway programs for all students, including underrepresented populations. • Develop and sustain community-based and industry partnerships to expand career exploration, internships, and work-based learning opportunities for students. • Organize and conduct community forums, CTE advisory council meetings, and teacher collaboration sessions to incorporate feedback and strengthen program implementation. • Based on teacher and stakeholder feedback, take a hands-on leadership approach to ensure timely implementation of CTE initiatives, improved communication, and smooth program operations. • Recommend additional administrative or consultant support as necessary to ensure successful program development and the opening of new facilities. • Serve as the district liaison with the New York State Education Department (NYSED) regarding CTE program approval, pathway alignment, and reporting compliance.
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	• Perform other related duties as assigned by the Superintendent.
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