## Job Description

<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th>CATE Director</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualifications:</strong></td>
<td>Master's degree or higher with at least five years of experience as a classroom teacher and at least two years of experience in public school administration; or equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid S.C. teaching credential in the area of principal or supervisor. CATE experience preferred.</td>
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<td><strong>Reports To:</strong></td>
<td>School Principal</td>
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<td><strong>Terms:</strong></td>
<td>240 days</td>
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<td><strong>Pay Scale:</strong></td>
<td>Director</td>
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<tr>
<td><strong>FLSA Status:</strong></td>
<td>Exempt</td>
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### Essential Responsibilities:
- Informs the principal of conditions and needs of the school.
- Plans, develops, implements, and evaluates the educational program of the school on a continuous basis and in accordance with pupils’ needs within the framework of an established policy for the total school’s system. Is effective in assisting the principal in the administration and coordination of the school’s instructional programs to ensure appropriate instructional experiences.
- Effectively directs the administration and coordination of support services of the school.
- Assists all personnel in the improvement of the school program and in fulfilling assigned duties. Demonstrates the ability to provide competent staff leadership and supervision of school level instructional personnel to ensure understanding and implementation of educational objectives of the school.
- Is effective in administrating high standards of student conduct and enforces discipline as necessary, according to due process to the rights of students. Actively participates in the management and supervision of the attendance, conduct, and health of all students.
- Demonstrates the ability to prepare the schedule of classes, student assignments, and extracurricular activities. Assists in the supervision and evaluation of the school’s extra-curricular and athletic programs.
- Assists the principal in the selection, training/orienting, and supervision of school staff, and assists in the evaluation of staff performance.
- Provides for the placement of students. Arranges services for students identified as having special needs.

**VISION**

*The School District of Marlboro County will partner with all stakeholders to develop responsible citizens, lifelong learners and global leaders.*

**MISSION**

*The mission of Marlboro County School District is to provide a quality education and enable all students to achieve their highest potential.*
• Inspects the school facility as requested, recommends improvements and takes steps to correct identified deficiencies as assigned; provides a safe environment for students and school personnel.
• Provides appropriate assistance in the safety and administration of the school plant helping to plan and supervise fire drills, bus evacuation drills, and an emergency preparedness program.
• Manages the business functions of the school relative to purchasing procedures and the monitoring of expenditures.
• Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for all students’ objectives and programs.
• Presents a positive image of the School District at all times.
• Assumes responsibility for the school in the absence of the Principal.
• Performs other related duties as assigned or requested.

CATE Responsibilities
• Plans, develops, and implements a comprehensive program for students in career and technical education.
• Provides direction, consultation and supervision to program employees; consults with centrally based staff and school-based staff on individual cases and on interpretation of federal, state and local policies and procedures.
• Develops and implements standards, policies and procedures related to career and technical education; develops short and long-range goals for the division; monitors the progress of various services; makes recommendations for changes.
• Works in conjunction with the SDE, the Office for Civil Rights, and various other agencies to meet the needs of students; ensures compliance of programs with federal, state, and local regulations.
• Coordinates with local agencies, parents and school personnel to resolve problems and secure needed resources and services.
• Responds to calls and correspondence regarding programs and services offered.
• Assists in the preparation of budgets for the programs; coordinates with other departments or agencies to ensure maximum services; monitors expenditures of approved budgets.
• Coordinates with local colleges and universities.
• Performs other related work as required.

Language Skills:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.
Mathematical Skills:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:
Ability to deal with problems involving a variety of concrete variables in standardized situations.

Other Skills and Abilities:
Ability to pass a District typing test. Ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

Physical Demands:
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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. Employee must have the ability to tell where a sound is coming from and distinguish between bells, buzzers, beeps, etc.

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.

The noise level in the work environment is usually quiet. The employee is continuously interacting with the public and staff.

DISCLAIMER STATEMENT
This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

EEO STATEMENT
Marlboro County School District is an Equal Opportunity Employer and does not discriminate based on age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

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