



Mississippi Department of Education

Tom Burnham, Ed.D., State Superintendent of Education

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Office of Career Education and Workforce Development

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TO: District Superintendents and Secondary Vocational Directors/Contact Persons

FROM: ^{JM} Jean Massey, Associate State Superintendent
Office of Career and Technical Education

DATE: October 21, 2011

RE: **Revision of State Board Policies**

The State Board of Education, on October 21, 2011, approved the Office of Career and Technical Education to begin the Administrative Procedures Act Process for the following items:

To revise State Board Policies 8205-9201, 8201, 8204, 8207, 8213, 8302, 8401, 8402, 8403, 8500, 8801, 9000, 9202, 9205

A copy of the policy revisions/deletions can be viewed from the following site:

<http://www.mde.k12.ms.us/vocational/OVTE/>

Written comments must be received by **5:00 p.m. on Tuesday, November 15, 2011** and should be addressed to: **Mrs. Jean Massey, Associate State Superintendent of Career and Technical Education, P.O. Box 771, Jackson MS 39205-0771.**

JM:cjp

MEMORANDUM #11.096

"Quality Education for Every Child"

Central High School Building • 359 North West Street • P.O. Box 771 • Jackson, MS 39205-0771

DESCRIPTOR TERM: Local Career and Technical Education Administrator	CODE: 8402
ADOPTION DATE: June 20, 1986	REVISION: November 18, 2011

STATE BOARD POLICY

Local Career and Technical Education CTE Administrator

The local career and technical education CTE administrator shall be utilized for specific vocational administrative purposes.

A. This position shall be referred to as CTE Director in secondary educational agencies. In postsecondary institutions, this position may be referred to as CTE District Dean/Director, CTE Dean/Director, or Assistant CTE Dean/Director.

B. This position shall be concerned with planning, organizing, directing, controlling, and coordinating the career and technical programs on a district-wide basis or within the local vocational center. This includes analysis and justification of activities to promote and organize career and technical programs to provide students with education and training.

C. Secondary CTE Directors shall function within the appropriate organizational structure of the local educational agency and shall authority in the administrative chain of command commensurate with principals.

D. Postsecondary CTE District Deans/Directors shall have authority in the administrative chain of command commensurate with academic deans. Other CTE Administrators will function within the appropriate organizational structure of the local educational agency with the advice and counsel of the CTE District Dean/Director.

E. All reimbursed secondary local vocational directors should be employed on a twelve (12) month basis when vocational reimbursement funds are available for the full twelve (12) months. However, state law prohibits the reimbursement of secondary vocational administrators for more than 10 months (200 days). When local boards of education and superintendents choose to employ vocational directors for a period of time longer than ten (10) months, it is encouraged that the local vocational

director be employed on a twelve (12) month basis.

F. Generally, all reimbursed postsecondary local vocational deans/directors shall be authorized to be employed on a twelve (12) month basis when vocational reimbursement funds are available for the full twelve (12) months and at the discretion of the local educational agency.

G. Primary responsibilities of these positions will be identified by the local educational agency to administer high quality vocational programs and generally include but are not limited to the following:

1. Formulate and administer a comprehensive program of career and technical education.
2. Maintain close working relationships with community and state agencies and area business, industries, and labor organizations, in order to provide training consistent with needs.
3. Continuously appraise and evaluate the total career and technical program to achieve the established goals of providing the opportunity for people to prepare for gainful employment.
4. Maintain current knowledge of all pertinent rules and regulations affecting vocational education.
5. Assume responsibility for the collection, review, and submission of all forms and reports relative to vocational education to state agencies.
6. Supervise and evaluate all instructional personnel in the vocational education program.
7. Make recommendations for long-term adjustments, changes, additions, and deletions in the career and technical education program to meet changing job trends and needs.
8. Assist in the recruitment and screening of vocational teachers.
9. Maintain and inventory CTE equipment as listed in the Equipment Management Tracking System (EMTS).

H. Employment: This position shall be approved for one hundred percent (100 %) employment for the above stated responsibilities.

I. Reimbursement: This position shall be considered as an administrative position and shall be reimbursed from vocational funds according to State Board of Education Policy 9205

J. Qualifications: The recruitment and selection of CTE administrators shall be the responsibility of the local educational agency and shall conform with licensure requirements and the primary

responsibilities in section G.

DESCRIPTOR TERM: Local Career and Technical Education Administrator Length of Employment & Authority of Directors	CODE: 8402
ADOPTION DATE: June 20, 1986	REVISION: May 18, 2001 <u>November 18, 2011</u>

STATE BOARD POLICY

Local Career Vocational and Technical Education CTE Administrator

The local **career** vocational and technical education **CTE** administrator shall be utilized for specific vocational administrative purposes.

- A. This position shall be referred to as **CTE** Vocational Director in secondary educational agencies. In postsecondary institutions, this position may be referred to as **CTE** Vocational District Dean/Director, **CTE** Vocational Dean/Director, or Assistant **CTE** Vocational Dean/Director.
- B. This position shall be concerned with planning, organizing, directing, controlling, and coordinating the **career** vocational and technical programs on a district-wide basis or within the local vocational center. This includes analysis and justification of activities to promote and organize **career** vocational and technical programs to provide students with education and training.
- C. Secondary **CTE** Vocational Directors shall function within the appropriate organizational structure of the local educational agency and shall authority in the administrative chain In separate vocational centers, ~~the vocational director~~ of command commensurate with principals.
- D. Postsecondary **CTE** Vocational District Deans/Directors shall have authority in the administrative chain of command commensurate with academic deans. Other **CTE** Vocational Administrators will function within the appropriate organizational structure of the local educational agency with the advice and counsel of the **CTE** District Dean/Director.
- E. All reimbursed secondary local vocational directors should be employed on a twelve (12) month basis when vocational reimbursement funds are available for the full twelve (12) months. However,

state law prohibits the reimbursement of secondary vocational administrators for more than 10 months (200 days). When local boards of education and superintendents choose to employ vocational directors for a period of time longer than ten (10) months, it is encouraged that the local vocational director be employed on a twelve (12) month basis.

F. Generally, all reimbursed postsecondary local vocational deans/directors shall be authorized to be employed on a twelve (12) month basis when vocational reimbursement funds are available for the full twelve (12) months and at the discretion of the local educational agency.

G. Primary responsibilities of these positions will be identified by the local educational agency to administer high quality vocational programs and generally include but are not limited to the following:

1. Formulate and administer a comprehensive program of **career** vocational and technical education.
2. Maintain close working relationships with community and state agencies and area business, industries, and labor organizations, in order to provide training consistent with needs.
3. Continuously appraise and evaluate the total **career** vocational and technical program to achieve the established goals of providing the opportunity for people to prepare for gainful employment.
4. Maintain current knowledge of all pertinent rules and regulations affecting vocational education.
5. Assume responsibility for the collection, review, and submission of all forms and reports relative to vocational education to state agencies.
6. Supervise and evaluate all instructional personnel in the vocational education program.
7. Make recommendations for long-term adjustments, changes, additions, and deletions in the **career** vocational and technical education program to meet changing job trends and needs.
8. Assist in the recruitment and screening of vocational teachers.

9. Maintain and inventory CTE equipment as listed in the Equipment Management Tracking System (EMTS).

H. Employment: This position shall be approved for one hundred percent (100 %) employment for the above stated responsibilities.

I. Reimbursement: This position shall be considered as an administrative position and shall be reimbursed from vocational funds according to State Board of Education Policy **9205**DFBC-5, Revenues (Vocational Education).

~~J. Approval: The approval of this position shall be made jointly by the Bureau Director for Instructional Development, the Vocational Administrative Team, and the Associate State Superintendent for Vocational Education.~~

JK. Qualifications: The recruitment and selection of **CTE** vocational administrators shall be the responsibility of the local educational agency and shall conform with licensure requirements **and the primary responsibilities in section G.**