

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** Director of CCMR and Counseling

**Exemption Status/Test:** Exempt

**Reports to:** Executive Director of School Leadership

**Admin/Prof Pay Grade:** 6 (226 days)

**Dept./School:** Central Admin & School Leadership

**Date Revised:** 02/03/2026

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**Primary Purpose:**

To serve as an administrator of the Career & Technology Center and lead district-wide Career and Technical Education programs and to support district counselors.

**Qualifications:**

**Education/Certification:**

Master's Degree or higher, with a major in educational administration preferred

Texas Mid-management or other appropriate Texas certificate preferred

Certified Texas Teacher Support and Evaluation System (T-TESS) appraiser preferred

Career & Technical Education certified preferred

Such alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

**Special Knowledge/Skills:**

Working knowledge of federal and state code governing career and technology education Ability to manage budget and personnel

Ability to coordinate district function

Ability to implement policy and procedures

Ability to interpret data

Strong organizational, communication, public relations, and interpersonal skills

Bilingual, preferred

**Experience:**

At least five years successful classroom experience and administrative experience

3 years teaching career & technical education experience

**Major Responsibilities and Duties:**

**Communications & Public Relations**

1. Articulates the district's mission to the community and solicits its support in realizing the mission.

2. Projects a positive image to the community, district and CTE stakeholders.
3. Maintains positive and constructive communications with CTE staff, district personnel and students & parents, in person and through electronic means.
4. Defines and effectively communicates clear expectations for staff performance regarding instructional strategies, classroom management, and communications with the public.
5. Initiates and maintains effective liaison with other school districts, local business and institutes of higher learning concerning all CTE programs.
6. Communicates to supervisor the requests of institutes of higher learning related to potential or existing partnerships.
7. Coordinate marketing of programs through preparation of materials for the high school catalog, flowchart of CTE course sequences, brochures, and press releases.
8. Plan and conduct parent meetings, including parent advisory committee meetings.

### **CTE Program Operations**

9. Assists in maximizing program growth and student retention through effective strategies and marketing plans.
10. Ensures that postsecondary transitions for CTE students meet the specific needs for students entering the workforce, technical school or college/ university.
11. Builds community relationships with employers and businesses to provide learning experiences to students both for on and off-campus opportunities, providing assistance and educational outreach in the community as needed.
12. Assists with high school scheduling to analyze, coordinate, and recommend class schedules and faculty assignments for program responsibility areas.
13. Assists in recruiting and selection of CTE employees for both campuses and the CTC.
14. Maintains a current inventory of CTE supplies and equipment while managing the allocation and removal of resources for both campus and CTC operations.
15. Keeps current and informed through educational research about trends in educational developments and practices in various subject matter fields, data outcomes of the teaching/learning process and disseminates professional information and materials to staff as applicable to content, sequence, and data outcomes of the teaching/learning process.
16. Coordinates and initiates the submission of waivers to the Texas Education Agency.

17. Lead and administer all aspects of CTE curricular offerings including program development, implementation, evaluation, and modification of all CTE programs; secure program approval at the college and state level; and ensure curricular compliance with institutional, state, and federal guidelines.
18. Develop effective, contemporary, professional, and responsive programs to meet area economic and workforce needs.
19. Develop and supervise off-site programs for Professional Skills Training, ECE and Education practicum, and cooperative education work sites. This includes establishing work sites, contracts, setting program goals and assessment criteria, supervising student work and skill attainment, and managing work site relationships.
20. Develop and coordinate Perkins Grant. Prepare and submit required grant applications and reports.
21. Administer the career and technical budget and ensure that programs are cost effective and funds are managed prudently.
22. Assists with the coordination and implementation of CTE courses in grades 6-12.
23. Coordinate CTE PEIMS duties with district personnel. Approve and maintain CTE PEIMS data and reports.

### **Career & Technology Center Supervision**

24. Assists with staff development sessions, including sessions on delivery of instruction, differentiation and literacy integration based on campus and CTC needs.
25. Uses the district-approved evaluation systems appropriately and ensures that evaluation of CTE Program is clearly and accurately representative of staff performance.
26. Analyzes data and prepares reports relative to CTE programs to evaluate effectiveness and set annual goals and objectives for all advanced study programs.
27. Supports and evaluates CTE teachers throughout the district.

### **Professional Expectations**

28. Perform duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for Educators.
29. Uses information provided through the District appraisal process to improve performance.

- 30. Complies with district policies, as well as state and federal laws and regulations, in pursuing the mission of the school.
- 31. Strives to improve leadership skills through self-initiated professional development activities.
- 32. Demonstrates and elicits trust and respect from others.
- 33. Performs other tasks and assumes such responsibilities as related to the position and as assigned.
- 34. Implement the policies established by federal and state law, State Board of Education rule, and local board policy.

**Other**

- 34. Follow and implement district safety protocols and emergency procedures.
- 35. Has regular in person attendance and complies with notification procedures for absences.

**Supervisory Responsibilities:** Supervise and evaluate the performance of assigned staff.

**Mental Demands/Physical Demands/Environmental Factors:** Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide functions.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_