

Role of the Career and Technical Education Director

The role of the Career and Technical Education director is to provide oversight of and support for the work of the advisory committee. It is important that they attend a meeting of each advisory committee at least once each year or as often as possible. The Career and Technical Education director serves as a direct link between the committee and the administration and school board. Resources they provide to the committee may include:

Expertise on district policy and Washington State law

Keeping advisory committees up to date on district/state/federal policy changes and legislation that will impact career and technical programs. Summaries of important policies and legislation should be provided on a regular basis.

Information on educational trends and directions

Provide copies of articles from professional journals or industry publications. Information should be kept concise and relate to the program or work of the committee.

Promoting a future focus

The Career and Technical Education director should encourage advisory committees to project occupational requirements five or even ten years ahead. Focusing on the future will help the committee to be proactive in meeting program needs and for prioritizing what must be done to make the program respond.

Support for the program through working with the local legislators

Advisory members should be kept informed of legislation positively or negatively impacting career and technical education. Requests for specific action on behalf of the career & technical program, as well as legislators to contact; should be provided to each member.

Develop a process for advisory committee to report their recommendations to consortium school boards

The Career and Technical Education director can assist the committee in reporting recommendations to consortium school boards as appropriate.

Records/Resource Retention

Ensure completion and dissemination of committee meeting rosters (directories) and minutes.

Administrative Support role

Administrative Support Representatives assigned to a specific committee attend all program committee meetings, providing guidance and support as needed. These directors communicate regularly with the business Chair of the committee as well as the Teacher Leader. They are accountable for reporting on committee to the General Advisory Council in the absence of the business Chair and otherwise enabling full and positive committee functionality.