

**Payette School District has the following opening for the 2018-2019 school year:**

**Part-time TVT CTS Administrator**

QUALIFICATIONS:

1. Must pass a criminal history check through fingerprint card submission as required by the State Department of Education.
2. Master's Degree from a four year college or university.
3. Certification as a CTE Administrator.
4. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES:

1. Manage state-approved TVT Career and Technical Education programs.
2. Submit all reports and responses to the State Division of Career & Technical Education requests for information in an accurate and timely fashion.
3. Facilitate the development of the Payette School District TVT CTE program calendar, including the appropriate scheduling of busing and other services.
4. Plan, implement and coordinate a comprehensive marketing and public relations program promoting TVT Career and Technical Programs.
5. Implement and adhere to all policies and procedures as approved by the Payette School District Board.
6. Evaluate and supervise TVT CTE staff in accordance with state guidelines and Payette School District policies.
7. Develop and coordinate a program of personnel and staff development for the TVT CTE staff.
8. Oversee and coordinate the curriculum to ensure a standard and natural progression of TVT CTE programs.
9. Evaluate each of the TVT CTE programs to ensure that the educational courses are appropriate and there is maximum utilization of equipment, facilities and instructors.
10. Coordinate the development of the TVT Career and Technical course schedules with the Payette High School Administration.
11. Work closely with the Payette School District Business Manager/Board Clerk relating to the CTE budget management and day to day financial operations of CTE programs.
12. Perform such other duties as directed by the Payette School District Superintendent.
13. Establish a strong mutually beneficial relationship between the local businesses and industries and the TVT Career and Technical Programs.

Candidates should submit ***Payette School District Certified Application*** and the following:

1. An essay, 250 words or less, on what your major strengths are as they apply to the position of which you are making application
2. Cover letter
3. Resume
4. Photocopies of college transcripts
5. Photocopy of current Idaho teacher certification
6. Photocopy of Praxis or specified credits that verify highly qualified status
7. (3) current letters of recommendation

Tammi Griffin  
Payette School District  
20 N 12th St  
Payette, ID 83661

**Applications are available at <http://payetteschools.org/certified-staff/> or call Tammi Griffin at 208-642-9366 or e-mail at [tagriffin@payetteschools.org](mailto:tagriffin@payetteschools.org).**

Payette School District is an Equal Opportunity Employer, as defined and required by state and federal laws. Position open until filled. All recommendations for hire are tentative offers. Employment is contingent upon board approval, and successful completion of a federal background check and drug-free workplace pre-employment screening (if required for the position). *Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.* Regular attendance is an essential function of this position.