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## Part-time Executive Director Role and Responsibilities

Virginia Association for Career and Technical Education (Virginia ACTE) believes strongly in the integrity of its mission and work. To that end, Virginia ACTE adheres to a strict code of ethics and stands firmly by its bylaws.

### **Mission:**

The Virginia Association for Career and Technical Education (Virginia ACTE) is dedicated to expanding relevant and rigorous Career and Technical Education programs, enhancing leadership among its members, and influencing public policy for the benefit of Career and Technical Education students and professionals and developing a competitive workforce in the Commonwealth of Virginia.

### **Purposes:**

- **Leadership and Program Improvement** - To foster excellence in career and technical education
- **Policy Development** - To advocate state and national public policy to benefit career and technical education
- **Knowledge Connectivity** - To act as a clearing-house for education and information relating to all aspects of career and technical education, while providing an access for professional development
- **Awareness** - To expand public awareness of career and technical education

### **Major Responsibilities:**

The successful candidate will display a history of progressively increased ability to collaborate with multiple individuals and/or groups, communicating effectively to ensure the growth of member organizations through political advocacy and leadership that enhances the standing of Career and Technical Education on the local, state, and national stage.

### **Activities include but are not limited to:**

- Engage the Virginia ACTE Board to build leadership and extend leadership roles within the association
- Work with affiliate associations on leadership development, membership affiliation, and other CTE initiatives as needed

- Provide orientation for new board members pertaining to responsibilities, committee assignments and other duties, including creating board books for leadership positions for incoming Board Members and Officers
- Coordinate opportunities and resources with the Association for Career and Technical Education
- Develop consistent messaging with the Vice-President for Public Policy; monitor state and federal legislation affecting CTE and relay that to membership; provide appropriate ways for Virginia ACTE members to communicate with their legislators
- Coordinate with stakeholders in the development of Virginia ACTE documents for distribution (i.e., Issues and Solutions, CTE Fact Sheet, seminar materials)
- Collaborate with VDOE in efforts to expand CTE and increase capacity for CTE in elementary/secondary schools and postsecondary institutions
- Coordinate the development of a membership plan that includes membership recruitment and retention with the Vice President for Membership
- Coordinate with the Virginia ACTE Board of Directors for programming for the Virginia ACTE Leadership Seminar (assisting with agenda, speakers, handouts, etc.) and combined Region II hosting of Region II Conference (*every seven years*)
- Engage the association in activities that result in meetings with business and industry groups, professional organizations and other state committees
- Coordinate scholarship with Region II representative and award processes to ensure Virginia ACTE has nominees for all awards at all levels
- Follow all organizational policies as set forth in the Virginia ACTE Bylaws
- Orchestrate electronic communications with association/s through listservs and social media
- Coordinate with the Vice-President of Public Policy and lead the Virginia ACTE public policy advocate in support of CTE policy and the education of policy makers to CTE impact on legislative agendas
- Work to expand CTE implementation across the Commonwealth at all educational levels, career clusters, and with business and industry

### **Expectations:**

- Estimated 15/20 -hours per week (on average/as required)/12 months
- 24-hour communication return on public policy maker communications
- 24-hour communication return on VDOE initiatives for Virginia ACTE
- Attend VACTEA Board Meetings
- Attend Virginia ACTE Board Meetings
- Attend Virginia ACTE Leadership Seminar
- Affiliate with ACTE Executive Directors Group

### **Compensation:**

- A stipend per month in the amount of \$1,250 (*based on budget availability, contracted and reported via IRS-1099 Miscellaneous Income*)
- Board approved expenses budget
- Virginia ACTE phone number
- Virginia ACTE email