

July 2021

The CTE Technical Assistance Center of NY (CTETAC of NY) announces an opening for

Director, CTE Technical Assistance Center

Statement of Duties and Responsibilities

Reports to: The President, Successful Practices Network, Inc.

Overview: The Director is responsible for overseeing the administration, programs, and strategic planning of the CTE TAC and should have a minimum of a master's degree and five years of experience with the administration of both federal and state-funded programs. Knowledge and experience with secondary and postsecondary CTE programs, workforce development and data-driven decision making is essential. Preferred candidates for Director will have significant experience in administration that includes a high level of strategic thinking, planning and project and fiscal management. Ability to effectively communicate with multiple stakeholders; efficiently manage financial resources; and recruit and oversee the development of the CTE TAC staff to ensure they have the skills to meet the requirements of this NYS contract.

The Director is a full-time position and will be compensated via regular payroll, with healthcare benefits and with deductions for social security and income tax; and will serve as long as:

- the SED contract is in place
- her/his performance is deemed satisfactory.

Performance Appraisal: The NYS CTE TAC Director, SPN and the NYSED will collaboratively develop an individual work-plan and goals which will be reviewed annually and from time-to-time by the SPN.

Submit Resume and Letter of Interest by August 6, 2021 to:

Deborah Light

Operations Director, SPN

1587 Route 146

Rexford, NY 12148

dlight@spnetwork.org

The Successful Practices Network, Inc. is an Equal Opportunity Employer, making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.

July 2021

The CTE Technical Assistance Center of NY (CTETAC of NY) announces an opening for

Assistant Director, CTE Technical Assistance Center

Statement of Duties and Responsibilities

Reports to: The Director, CTE TAC.

Overview: The Assistant Director must have minimum of a bachelor's degree and three years of experience with the administration of state and federally funded programs with accountability requirements. Preferred candidates for the Assistant Director will have work experience directly aligned to the deliverables in this NYS contract. Experience in office management, project management, fiscal processes and staff development are also required.

The Assistant Director is a full-time position and will be compensated via regular payroll, with healthcare benefits and with deductions for social security and income tax; and will serve as long as:

- the SED contract is in place
- her/his performance is deemed satisfactory.

Performance Appraisal: The NYS CTE TAC Director and the Assistant Director will collaboratively develop an individual work-plan and goals which will be reviewed annually and from time-to-time by the Director.

Submit Resume and Letter of Interest by August 6, 2021 to:

Deborah Light
Operations Director, SPN
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Rexford, NY 12148
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