



Director of Career and Technical Education (CTE)

Position Summary:

The primary role of the Director/Principal is to supervise and manage all aspects of the Career and Technical Education (CTE) programs, including facilities, personnel, and instructional programs, while also providing regional leadership and supporting workforce and program development throughout the Upper Peninsula. This role includes providing leadership and technical assistance in the design, coordination, and implementation of CTE programs for MCISD and the broader region; promoting, organizing, and supporting all CTE programs in alignment with Michigan Merit Curriculum requirements; coordinating, developing, and facilitating both annual and long-range program planning;

Required Qualifications:

QUALIFICATIONS:

- A Master's Degree or Higher in Education Administration
- A Michigan Teaching Certificate (valid)
- Experience and knowledge of procedures for applying, securing and accounting for federal and state CTE funds.
- Must successfully pass a criminal background check.

Preferred Qualifications:

- At least five years of experience in secondary education encompassing administration, counseling, scheduling, and state grant management; Demonstrated ability to work in a collaborative manner with local districts and their staff and students; Demonstrated experience improving student achievement and success of all students.

Conditions of Employment:

Employment Date:

July 1, 2026

Terms of employment:

52 weeks per contract/fiscal year

Salary Range: \$90,000-\$110,000; Full Benefit Package; Salary & Benefits commensurate with qualifications and experience.

Posting Date: January 12, 2026

Application Deadline: March 1, 2026

To apply, fill out the application on our website:

<https://www.mc-isd.org/departments/human-resources/employment/>

Notice of Non-discrimination

It is the policy of Menominee County Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources/Office Manager, 1201 41st Ave, Menominee, MI, 49858. (906) 863-5665. MCISD is an E.O.E.

REPORT TO: The Superintendent

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- The primary role of the Director/Principal is to supervise and manage every aspect of the Career & Technical programs including facilities, personnel and programs. In addition, regional development and leadership for the Upper Peninsula are required.
- Responsibilities will include:
 - Provide leadership and technical assistance in the design, coordination and implementation of the CTE programs for MCISD and the region.
 - Promote, organize and support all CTE programs while meeting the Michigan Merit Curriculum requirements.
 - Coordinate, develop and facilitate the implementation of annual and long range planning for programs.
 - Provide assistance to local districts lacking a CTE Director
 - Maintain records and prepare reports as required by state and federal agencies regarding CTE programs.
 - Complete program review and evaluation of state approved CTE programs and submit required documentation to the Office of Career and Technical Education.
 - Professional evaluation of all CTE staff and programs.
 - Develop and initiate a strong relationship with business, industry and post secondary partnerships for the good of all students.
 - Participate in regional, state and national career technical and workforce development activities.
- Perform all other duties and functions as assigned by the Superintendent.

REQUIREMENTS:

- Maintain confidentiality;
- Regular and reliable attendance;
- Possess valid driver's license and maintain all required professional licensure
- Pass all required background checks
- Ability to work independently and as part of a team
- Ability to communicate effectively at all organizational levels;
- Ability to multitask; Ability to carry out duties as assigned
- Ability to complete assigned tasks with and without direct supervision
- Ability to integrate technology into everyday workflow
- Ability to develop and maintain successful working relationships with students and school staff
- Practice safe work habits;
- Adapt to frequent changes in work environment
- Ability to lift/carry items up to 50 pounds, frequent walking, standing, sitting, going up/down stairs
- Carry out the mission and values of the MC-ISD
- Be student centered and advocate for students

TERMS OF EMPLOYMENT: In accordance with Employee Contract. (260 day contract)

EVALUATION: Performance will be evaluated in accordance with provisions of the Board Policy.

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