

Office Use Only

Name: _____ Social Security # _____

Transcript Review Worksheet

Career and Technical Center Director - 5440-92

The holder is authorized to serve as director of a career and technical center. An educator serving as Assistant Career and Technical Center Director, however named, shall hold a Career and Technical Center Director endorsement.

In order to qualify for this endorsement, the applicant shall demonstrate the following:

Academic Study in the following areas: (Indicate the courses taken on the lines below; a minimum of 18 credits are required)

Fundamentals of educational administration/leadership_____

School law_____

School finance OR school business management_____

Staff evaluation/development_____

Curriculum management (i.e., development/supervision/evaluation)_____

School/community/business relations_____

Additional Requirements:

Masters degree_____

Three or more years of experience in PK-12 teaching or workforce development/training (e.g., training management in business or industry, vocational training or counseling, career and technical education, management of a post-secondary continuing education program, etc.)

Two or more years of employment experience in business or industry, or the equivalent in documented experience working collaboratively with business and industry regarding matters of career and workforce development (e.g., serving on a chamber of commerce, or as a Workforce Investment Board member etc.) not included above

The General Competencies for School District Administrators_____

Knowledge of local, state and federal laws related to technical education, labor and industry.

Reviewer _____

Date of Review _____