

**Position: Director of Student Leadership**

**Division of College, Career & Technical Education  
Office of Career & Technical Education**

**Mission**

The student leadership unit within the office of career and technical education, in the division of college, career and technical education, will ensure that Tennessee students are offered opportunities to explore careers and apply technical, academic, and soft skills which prepare them for postsecondary and career success. We will offer career and technical education student organizations that are relevant, high-quality and rigorously assessed on an annual basis. We will collaborate with leaders in industry, secondary, and postsecondary education to align our opportunities and events with the current needs and trends of Tennessee's business and industry.

**Successful Candidates for the position of Director of Student Leadership will exemplify the following:**

- Tennessee department of education's core values of excellence, optimism, judgment, courage, and teamwork.
- Belief in the ability of all students to achieve; providing support and opportunities for all students.
- Integrative management approach that promotes staff member strengths, maintains positive staff development, and seeks ongoing feedback and supports to drive greater efficiencies.

**Position Responsibilities:**

1. Hire, train, and supervise team of CTE specialists (CTES) and CTE coordinators who manage and assist in the seven Career and Technical Student Organizations (CTSOs) of FFA, FCCLA, HOSA, FBLA, DECA, TSA, and SkillsUSA.
2. Plan and execute a student leadership five-year strategic plan with corresponding annual project plan to drive the work of the student leadership unit directly supporting the goals and strategic priorities of the department of education and the division of college, career and technical education.
3. Plan and execute regular team meetings and weekly one-on-one check-in meetings to ensure CTES are making adequate progress toward the SMART goals documented in their project plans.
4. Review and approve all communications generated by CTES team sent to CTSO advisors and published on organization websites.
5. Identify collaboration points between CTSO organizations and events and monitor and adjust administrative support in order to support CTSO needs efficiently and effectively.
6. Fiduciary management of the financial and budgetary process of CTSO budgets and accounting processes, in conjunction with executive director of accountability and support.



7. Gather data about the quality of CTSO organization support and events and implement plans to address concerns of advisors and members.
8. Oversee the creation and implementation of leadership, personal growth, and career success opportunities for the CTSOs in TN to equip state officers and members to emerge as leaders in their own postsecondary and career efforts. Conduct evaluation of all activities, ensure collaboration, and reduce duplication of effort wherever possible.
9. Monitor progress toward CTSO membership goals and assist in managing activities to meet goals.
10. Monitor progress toward the successful planning, coordination, and execution of each of the seven CTSO suites of regional events and state conferences. These state conferences are the culminating events each year where students are recognized for their efforts and accomplishments in CTSOs.
11. Serve as main point of contact for CTSO organizations in the department and division by crafting key messages and talking points, advocating for CTE students, addressing stakeholder concerns quickly and effectively, and traveling to visit local programs across the state.

**Education and Experience:**

- Bachelor's degree or higher in relevant field
- Three years of experience in one or more of the following fields preferred, but not required:
  - Project management
  - Leading and managing teams
  - Fiduciary management
  - Event planning and management
- Excellent oral and written communication skills
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, OneNote)

**Salary and Benefits:**

The annual salary for this position is \$60,000-\$76,000 and is commensurate with qualifications. A comprehensive benefits package is included.

**Reports to:** Executive Director, Office of Career and Technical Education

**Location:**

Tennessee Department of Education  
710 James Robertson Parkway, 11<sup>th</sup> Floor  
Nashville, TN 37243



Department of  
**Education**

College, Career and  
Technical Education

**To Apply:**

Please email the following to [Heather.Justice@tn.gov](mailto:Heather.Justice@tn.gov) no later than June 17, 2016. Questions concerning this post may also be directed to Heather Justice. Closing date for applications is June 17, 2016.

- Cover letter describing your interest in the position
- A writing sample
- A sample project management plan from a recent project
- A resume or CV

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