

Wilson Creek School District No. 167-202

PO Box 46/400 Navar Street
Wilson Creek, WA 98860

Phone (509) 345-2541
FAX (509) 345-2288

CTE Director

Open In-House: 2/17/2026

Opens to the Public: 2/22/2026

Close: Open until Filled

Position Details

The Wilson Creek School District is seeking a Career & Technical Education (CTE) Director to lead and manage its CTE programs. This role ensures high-quality instruction, compliance with regulations, and fosters partnerships to promote student success. Responsibilities include overseeing curriculum, budgets, data reporting, program evaluation, staff development, and advisory committees, ensuring program quality and adherence to standards.

Reports to: Principal/Superintendent

Program Management & Leadership

- Lead and manage the district's CTE program to meet the needs of all students.
- Develop and implement CTE policies, programs, curriculum activities, and budgets.
- Approve all CTE-related spending and budget documentation.
- Provide operational, strategic, and project-based leadership.
- Complete and submit OSPI-required documents, including the 4-Year Plan and the annual Comprehensive Local Needs Assessment (CLNA).
- Present CLNA findings to the North Central Area CRE Directors Group and incorporate feedback.
- Ensure all CTE staff hold valid CTE certification and current First Aid credentials.
- Encourage and support Career and Technical Student Organizations (CTSOs).
- Provide input on evaluations of CTE department staff.

Curriculum & Instruction

- Make decisions regarding curriculum materials, software, instructional tools, and equipment.
- Support schools and staff in implementing high-quality CTE programming.
- Coordinate with state education agencies on course standards, programs of study, industry credentials, and work-based learning.
- Manage junior high CTE course frameworks for state approval and funding.

- Oversee framework updates and submissions to OSPI, including new courses and reapprovals.
- Ensure accurate CTE data reporting by coordinating with district CEDARS staff.
- Maintain and expand dual credit articulations with local community colleges.
- Keep all frameworks current and accessible for outside audits.
- Align curriculum into clear and effective scope and sequence models.
- Use research and district data to improve instructional practices.

Budget & Resource Management

- Oversee local and federal CTE budget allocations.
- Develop and administer the CTE budget, including Perkins and other relevant funding sources.
- Write and manage Perkins, Perkins Reserve, and additional CTE grants.
- Monitor and manage grant expenditure.

Professional Development

- Attend CTE-related conferences, including Director-specific trainings, WA-ACTE Summer Conference, and Government-to-Government PD.
- Plan and facilitate professional development for CTE teachers and staff.
- Provide training to improve student industry certifications and program outcomes.

Partnerships & Community Engagement

- Build partnerships with local employers, colleges, and community organizations.
- Provide monthly reports to the School Board.
- Lead CTE General Advisory Groups and maintain all required documentation (minutes, sign-in sheets).
- Communicate the district's CTE mission, goals, and achievements to the broader community.

Data & Compliance

- Monitor student achievement data and use findings to strengthen CTE programs.
- Track and report Perkins indicators, including:
 - SBAC scores (ELA, Math, Science)
 - Graduation and 5th-year graduation rates
 - Work-Based Learning (WBL) participation
 - Industry-Recognized Certifications (IRCs)
 - Dual credit articulations (by number, partner, and pathway)
- Ensure compliance with all local, state, and federal CTE regulations.

Other Duties

- Perform other duties as assigned.

Salary & Benefits: Wilson Creek School District follows the WCEA “supplemental stipend schedule page 36”, which can be viewed [here](#).

For detailed information about employee benefits, please visit www.wilsoncreek.org. Benefit details can be found by navigating to **District > HR > Benefits**, or by clicking directly on this [link](#).

Application: Please submit the following:

- Letter of interest
- Completed application packet (available on our website at www.wilsoncreek.org)
- At least two (2) Letters of Recommendation from someone qualified to assess your past work history.

Inquiries may be directed to 509-345-2541 or email jobs@wilsoncreek.org

Please submit all application materials to:

**Wilson Creek School District
PO Box 46
Wilson Creek, WA 98860**

OR email the application materials to:

jobs@wilsoncreek.org