Department of Education

P. O. BOX 2120

Richmond, Virginia 23218-2120

**CAREER AND TECHNICAL EDUCATION MEMO NO. 230-23**

**DATE:** December 29, 2023

**TO:** CTE Administrators

**FROM:** Dr. J. Anthony Williams, Director

Office of Career, Technical, and Adult Education

# SUBJECT: Announcement of the Career and Technical Education (CTE) Associate Director Position

Please join the Office of Career, Technical, and Adult Education in congratulating Ms. Kelly Davis who has accepted the position of Associate Director for Curriculum, Instruction, and Innovation. In addition, Mr. Bill Hatch has accepted the position of Associate Director for Program Administration and Workforce Development. Ms. Davis and Mr. Hatch began their new position on December 26, 2023.

Over the past seven years, Ms. Davis has served the Virginia Department of Education (VDOE) in the positions of CTE Curriculum and Instruction Coordinator and Planning, Administration, and Accountability Specialist for the Office of Career, Technical, and Adult Education. Ms. Davis has a Bachelor of Science degree in Commerce from the University of Virginia and a Master of Science in Career and Technical Education with concentration in CTE Program Administration from the University of Missouri. Her previous work experiences include positions as a Corporate Product Manager with the predecessor bank to Bank of America and 13 years of teaching experience in Chesterfield County where she taught Marketing and Business and Information Technology courses. Ms. Davis can be contacted at [kelly.davis@doe.virginia.gov](mailto:kelly.davis@doe.virginia.gov).

Mr. Hatch joined the VDOE in 2015 as the Planning, Administration, and Accountability Coordinator for the Office of Career, Technical, and Adult Education. Mr. Hatch has a Bachelor of Science from East Stroudsburg State College, a Master of Arts degree in Adapted Physical Education from The Ohio State University, and a Juris Doctor degree from the North Carolina Central University School of Law. His previous work experiences include accountability services and CTE Civil Rights/special populations positions within the North Carolina Department of Public Instruction, attorney with a North Carolina law firm, a state disability protection and advocacy agency, and adapted physical education teacher. Mr. Hatch can be contacted at [william.hatch@doe.virginia.gov](mailto:william.hatch@doe.virginia.gov).

If you have questions, please contact the Office of Career, Technical, and Adult Education, by email at [CTE@doe.virginia.gov](mailto:CTE@doe.virginia.gov) or by telephone at (804) 418-4720.

JAW/aar