



**PROGRAM SPECIALIST
CAREER TECHNICAL EDUCATION (CTE)**

Board Adopted: 05/26/21

BRIEF DESCRIPTION OF POSITION

The Career Technical Education (CTE) Program Specialist, under the supervision of the Director – Career Education, provides support for CTE programs and ensures that programs align with the overall district vision, and mission to engage students in college ready experiences and career pathway preparation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides support with CTE program development and implementation.
2. Collaborates with site and district leadership and staff to support CTE curriculum development and course submission to the District Curriculum Committee (DCC).
3. Coordinates the collection, analysis and submission of CALPADS, CAL-PASS, CTE Completion and other relevant student achievement data.
4. Monitors and supports state identified elements of a high quality CTE program; including Career Technical Student Organizations (CTSO).
5. Provides support to all CTE teachers, including on-boarding professional development, identified teacher training needs and CTE teacher credentials.
6. Provides support with site CTE Master Schedule; that includes CTE scope and sequence, course code alignment, reports and analysis.
7. Provides support and training for Work Permits and district and site Work Experience Education programs.
8. Provides support, training and data analysis of career exploration programs.
9. Monitors and supports California Partnership Academies (CPAs).
10. Provides support in the development and evaluation of CTE facilities and lab needs.
11. Coordinates, maintains and supports articulation agreements and dual enrollment course offerings with local community colleges.
12. Serves as the OUHSD community college CTE liaison.
13. Provides support and coordinates activities to prepare special populations for high-skill, high-wage, high-demand occupations that will lead to a living wage/
14. Develops, improves or expands the use of technology in CTE programs.
15. Provides support for required program monitoring and compliance with federal, state, and local regulations.
16. Stays current with CTE federal and state requirements by attending professional development webinars, conferences workshops and related meetings.
17. Monitors the student achievement of CTE students and works with sites to develop and implement instructional programs to improve the academic achievement of students in the program.
18. Represents the District in regional and state-wide CTE Program meetings.
19. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

- Ability to communicate effectively
- Interpret policy, procedures and data
- Maintain emotional control under stress

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS

- Frequent district-wide and occasional statewide travel
- Occasional prolonged and irregular hours

- Infrequent heavy lifting

REQUIREMENTS

WORK YEAR	Certificated Teacher Work Year (184 Days) plus 9 additional days (193 total days)
CREDENTIAL	Current valid Career Technical Education Teaching (preferred)
EDUCATION	Bachelor's Degree from an accredited college or university (required)
EXPERIENCE	Three years successful experience as a certificated teacher or counselor or in other certificated support credential service (required); Extensive experience working with diverse student populations; Experience working with CTE Programs and Grant Writing (preferred)
OTHER	Bilingual in Spanish (preferred) Knowledge of Mixteco, Tagalog, and other world languages (preferred)
SALARY	Placement on Certificated Salary Schedule
BENEFITS	Medical (employee contribution), 100% dental, vision and life insurance