

BRIEF DESCRIPTION OF POSITION:

The Director of Career Education under the supervision of the Assistant Superintendent Educational Services develops, implements, and promotes District CTE courses, Career Academies, and Career Pathways through collaboration with Business and Industry to support college and career readiness. To support District Career Education programs the Director writes, oversees, and implements Career Education grants and the Carl D. Perkins CTE Funding. District Career Education programs support high school graduation, and a path to college and career readiness for ALL students, including students identified as English Learners, Foster Youth, Homeless Youth, Migrant Youth, Students with Disabilities, and Economically Disadvantaged Youth.

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides oversight and support for the implementation of State Board of Education adopted California Standards and the California Assessment of Student Performance and Progress. **E**
2. Supervise and guide the development of career pathways that consist of four core components: academic, technical, worked based learning, and support services. **E**
3. Collaborates with District and site leadership to ensure that each site implements college and career readiness activities specifically related to career pathways. **E**
4. Supervises the certification and evaluation of programs by agencies supporting the District's career academies and career pathways as required. **E**
5. Provide leadership, support, oversight, grant development, and budget development for CTE related grants and programs. **E**
6. Provide leadership, support, and oversight for all District CTE programs and courses, CTE Department Chair meetings, and career academy meetings. **E**
7. Provide leadership, support, and oversight for the development of CTE courses eligible for UC/CSU A-G approval. **E**
8. Develop collaborative relationships with local post-secondary institutions so that job market information drives articulation agreements and dual enrollment options. **E**
9. Articulates with local Trade Schools, Colleges, and Universities to ensure students have the necessary skills to meet entrance requirements and access career pathways beyond high school. **E**
10. Provide support, oversight, and budget development to meet the requirements of the Carl D. Perkins Career and Technical Education Act. **E**
11. Represents the District at regional and statewide meetings related to the writing and implementation of Career Education grant funding and other related Career Education programs and services. **E**
12. Develop a broad-based coalition to promote work-based learning experiences with local organizations and business including, but not limited to: internships, job shadowing, externships, and guest speakers. **E**
13. Develop and support community advisory boards for CTE courses and career academies that analyze job market needs, assist in guiding career pathway development, and provide meaningful oversight and input into job related and interpersonal skills necessary for students to successfully enter the workforce. **E**
14. Collaborate with site leadership to provide professional learning addressing career education, integrated career academy curriculum and project based learning related to Career Education. **E**
15. Collaborate with site leadership to provide support and oversight to the site Career Centers and Career Technicians. **E**
16. Provides oversight and support for community input on the District's career education programs, during the annual update to the Local Control Accountability Plan. **E**
17. Performs other duties as assigned. **E**

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 Management Work Year; 223 days
CREDENTIAL: Current valid Teaching or Pupil Personnel Services Credential or other Support Services Credential; and Current Administrative Credential
EDUCATION: Master's degree in education or related field from an accredited college or university (preferred)
EXPERIENCE: Three years successful experience as a certificated teacher or counselor or in other certificated support credential service (required);
Successful experience as a school site administrator (preferred);
Successful experience writing grants and managing grant funded programs (preferred);
Experience with developing CTE programs (preferred);
Experience working with business, industry, and community groups in support of CTE programs (preferred);
Extensive experience working with diverse student populations
OTHER: Bilingual in Spanish (preferred/not required)
Knowledge of Mixteco, Tagalog, and other world languages (preferred)
SALARY: Certificated Management Salary Schedule
BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance
+ Car Allowance + Doctoral Stipend (for a verified earned doctorate)