

Job Title:	Manager, Career and Technical Education
Grade Level/Terms of Employment:	Grade 130, 12 months
FLSA Status:	Exempt
Work Location:	Central Office
Immediate Supervisor:	Director, Secondary Support Pathways

General Description:

The Manager, Career and Technical Education, collaborates with division teams to support on-time graduation for RPS students while creating pathways for entering the workforce in a living wage job. The Manager develops a comprehensive K-12 vision for students in Career and Technical Education courses as part of the Academic and Career Plan.

Essential Duties and Responsibilities:

- Plans, develops, implements, and monitors the Career and Technical Education program for students in elementary and secondary settings, to include Summer School and Out of School Time (OST) opportunities
- Collaborates with key stakeholders to ensure all students have equitable access to college and career resources and a clear postsecondary path
- Creates a division-wide calendar for CTE credentialing tests, including licensure and industry certifications
- Expands access to apprenticeships, internships, co-ops/cooperative education, and job shadowing
- Evaluates current instructional resources (i.e. textbooks, equipment) to determine efficacy
- Creates effective advisory boards and strong partnerships with both postsecondary institutions and business and industry
- Manages the CTE budget including grants, federal Perkins dollars, and Jobs for Virginia Graduates
- Manages and evaluates a team of Instructional Specialists and Program Leads
- Develops and reviews curriculum based on national workforce trends
- Supports CTE teachers and monitors instruction in CTE classrooms through school visits and classroom observations on a regular basis to ensure consistency of content and effectiveness of instructional delivery
- Provides CTE Specialists and teachers relevant professional development
- Performs other related duties as assigned

Qualifications:

- Bachelor's degree in one or more of the core CTE career clusters, or a related field, required; Master's degree preferred
- Valid VA license with an endorsement in Administration and Supervision; additional endorsement in CTE field preferred

- Leadership experience at the school and/or division level; CTE experience preferred
- Significant knowledge of current instructional pedagogy and trends in the workforce
- Exceptional communication (verbal and written) skills
- Ability to establish and maintain effective working relationships with students, teachers, school administrators, central office staff, parents, and community representatives
- Ability to work under pressure, adapt to changing priorities, and effectively plan, organize and coordinate work independently
- Considerable experience with Microsoft Office suite
- Possession of a valid Virginia driver's license; access to own vehicle
- Bilingual/fluency in Spanish preferred