

Title:	Career Technical Education (CTE) Pathway Specialist Classified/Certificated	Reports To:	Education Services, Director of Teaching and Learning	
Department:	Varies	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input type="checkbox"/> Management <input type="checkbox"/> Confidential <input checked="" type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	261	
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input checked="" type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input checked="" type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input checked="" type="checkbox"/> Unrepresented <input type="checkbox"/> CSEA 27 <input type="checkbox"/> CSEA 860	

DEFINITION

The CTE Pathway Specialist acts as the primary coordinator of CTE pathway implementation across the District. Convenes relevant faculty, with appropriate support from Technical Assistance (TA) providers and/or industry partners, to work together to examine needs in pathways and develop appropriate curriculum. Identifies and recruits students into newly created and existing courses and pathways. Develops partnerships with college, city, community, and industry partners to offer courses and align pathways. Attends all working group and executive group meetings for CPT Consortium. Works with district office to track and report on required outcomes.

ESSENTIAL FUNCTIONS

Pathway Development and Support

- Develop 9-12 programs within targeted pathways
- Facilitate and/or coordinate professional development for teachers and other staff to support implementation of pathways and delivery of curriculum
- Identify, develop, and coordinate student certification opportunities aligned to pathway foci
- Regularly monitor student academic performance and support delivery of intervention support as needed
 - Review, evaluate, and modify assessment tools and processes
 - Develop, pilot, test, and evaluate varying criteria and measures
 - Review and modify assessment study guides and placement methods

- Communicate and coordinate with AUSD District Office to support successful implementation and monitoring of pathways
- Collaborate with faculty and staff to develop orientation to pathway(s) as well as resources for exploration of pathway options and content
- Identify and support development of policies and procedures as needed to support successful implementation of pathway
- Collaborate with administration to plan effective master scheduling to support pathway delivery/enrollment
- Collaborate with staff to inform student educational planning and pathway articulation to ensure pathways meet degree/certification/transfer requirements

K-12 and Community College Collaboration

- Facilitate faculty collaboration to develop and align curriculum vertically and horizontally
- Educate and inform staff on assessment/placement tools and expectations
- Support articulation of capstone courses to post-secondary programs/enrollment – connect pathway maps with local K-12 pathways/academies
- Explore and facilitate dual/concurrent enrollment, articulation, and/or early admission opportunities where relevant
- Participate in and support PD that furthers Community College understanding of core issues salient to K-12 faculty

Regional Collaboration with K-12 and Industry

- Attend regional pathway team meetings
- Participate in and organize, where needed, pathway development work, local and regional PD opportunities, and student work-based learning opportunities in relevant industry settings
- Collaborate to develop joint/regional faculty externship opportunities so that faculty can stay current on industry standards

QUALIFICATIONS

Knowledge of:

- School management and operations
- California State Education Codes requiring district accountability
- Mandated State and Federal laws and regulations pertaining to compliance of State and Federal education programs
- District education initiatives, programs and policies
- Program development, implementation and evaluation
- Principles and practices of management, evaluation and supervision

Ability to:

- Provide strong oral and written communication skills

- Provide strong interpersonal and relationship-building skills
- Develop partnerships with outside agencies
- Develop project plans
- Encourage, motivate and support collaborative and effective decision-making with all staff as appropriate
- Provide proficient use of technology, including various hardware and software applications

EDUCATION AND EXPERIENCE:

Required:

- Bachelors Degree
- Experience working in Career Technical Education (CTE) or related field
- Experience facilitating/implementing CTE pathways at K-12 and/or post-secondary levels

Preferred:

- Experience working in or in support of K-14 education
- Experience facilitating work-based learning
- Experience working with community organizations, industry and K-12 schools, and post-secondary institutions to establish partnerships for future work force development

PHYSICAL DEMANDS (EXAMPLE, CHANGE IF NECESSARY)

Frequency Key: None (1); Occasional - up to 25% of shift (2); intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	1		Lift/carry 0-10 lbs.	2
Twist	1		Lift/carry 11-25 lbs.	2
Squat	1		Lift/carry 26-40 lbs.	1
Kneel	1		Lift/carry 41-100 lbs.	1
Climb	1		Stand	2
Reach above shoulder	1		Walk	2
Grip/Grasp	2		Sit	3
Extend/Flex Neck	1		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work outdoors and are exposed to dust, fumes, allergens, vermin, parasites, or insects.

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