

COMPTON UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT

POSITION DESCRIPTION

Title:	Director of ROP/Career Technical Education	Reports To:	Associate Superintendent
Department:	Educational Services	Classification:	Management
FLSA:	Exempt	Work Year	Eleven (12) Months
		Salary:	Schedule P, Range 12

I. DESCRIPTION OF POSITION

Under the direction of the Assistant Superintendent of Educational Services, plan, organize and direct the District's Regional Occupational Program, Vocational Education and School-to-Work and related programs; plan, organize and implement student career training programs at high school sites, community classrooms and other business locations; serve as a resource to District and site personnel related to career-technical and vocational training program; assure compliance with State and Federal grant guidelines; supervise and evaluate the performance of assigned personnel and assure fiscal viability of ROP/Vocational Education and related programs.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Coordinate the Career Technical Education programs including all District offered classes, Regional Occupation Programs (ROP), California Partnership Academies, Tech Prep programs, Work Experience and others as applicable.
- B. Develop program budgets and grant applications in order to maintain current programs and to develop new programs.
- C. Monitor all expenditures under Career Technical Education for compliance with each program's guidelines.
- D. Responsible for ROP teacher recruitment, recommendation for hiring and evaluation.
- E. Develop and coordinate partnerships with labor, business and community organizations in order to facilitate Career Technical Programs, ROP and Work Experience.
- F. Participate as a member of Tech Prep Consortiums, Advisory Committees and ROP Coordinating Council.
- G. Coordinate Carl Perkins funding to support and improve Career Technical Education programs; gather information from high school sites to develop the Perkins plan and application for funding; monitor all expenditures of funds; submit yearly reports required by the state.
- H. Maintain current information on state and federal laws to facilitate the Work Experience Program and oversee the issuance of student Work Permits.
- I. Coordinate articulation of Career Technical Education classes and programs with local community colleges.
- J. Supervise, coordinate and evaluate the staff involved in the Career Technical Education program.
- K. Work collaboratively with the secondary school sites to facilitate programs.
- L. Complete state required reports in a timely fashion.
- M. Oversee the implementation of the collective bargaining agreements for certificated and classified employees as they relate to personnel supervised.
- N. Perform other duties as assigned by the Superintendent and/or Designee
- O. Director of ROP/Vocational Education/School-To-Work Programs enrollment of all students in the school; prepares and submits a monthly attendance report.

III. EDUCATION AND EXPERIENCE

- A. California Designated Subjects Vocational Education Teaching Credential or Master's degree in business administration or related field.
- B. Designated Subjects Supervision and Coordination Credential or Administrative Services Credential
- C. Five years of experience in the administration of ROP programs, Vocational Education, School-To-Work and related programs
- D. Three years of teachings experience
- E. Strong career emphasis of experience and education in Career Technical Education
- F. Possession of a valid and appropriate California Driver's License. Insurability by District Liability Insurance Carrier may be required. May be required to provide own transportation to sites during workday.

IV. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A. Career Technical Education Programs for secondary students
- B. Laws, regulations and compliance issues related to ROP and Work Experience
- C. A variety of instructional strategies
- D. Human development and learning acquisition
- E. Time management skills
- F. Human relation strategies, conflict resolution strategies and team building techniques

Ability to:

- A. Demonstrate effective instructional, organizational, and administrative leadership
- B. Demonstrated interpersonal communication, consultation and coordination skills
- C. Effectively communicate/coordinate with students, parents, teachers and administrators.
- D. Analyze problems, identify potential solutions and make appropriate and effective decisions
- E. Establish cooperative working relationships with governing boards and outside agencies
- F. Provide effective staff development
- G. Ability to work at a desk, conference table or in meetings of various configurations.
- H. Ability to remain mobile for extended periods of time.
- I. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- J. Ability to understand speech at normal levels.
- K. Ability to communicate so others clearly understand normal conversation.

V. WORKING CONDITIONS

Environment:

School site

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, gender, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.