



## **DIRECTOR, CAREER TECHNICAL EDUCATION**

### **Basic function**

Provide administrative leadership in the operation and management of the Career Technical Education (CTE) program for the Santa Barbara County Education Office. Responsibilities include strong understanding of CTE from a global and local perspective, CTE leadership, program management and implementation, supervising and evaluating program staff, preparing and monitoring of budgets and grant contracts, preparing and submitting grant applications, compiling and submitting all required state and grant reports, supporting internal programs and districts with the development and evaluation of Career Technical Education programs, representing the department and the Santa Barbara County Education Office in the community, and advising the Superintendent of legislative changes and district needs.

### **Supervision**

Directly responsible to the Associate Superintendent, Educational Services.

### **Representative duties**

- Provide leadership in the planning, direction, and management of the program.
- Hire, support, supervise, and evaluate program staff.
- Prepare and monitor annual budgets and financial transactions; determine allowable expenditures; ensure that funder requirements are met; prepare for and represent the program during financial audits; create, plan, and manage contracts, including budgets and subcontractor grants.
- Develop and maintain relationships with community and business partners, school districts, and higher education institutions; coordinate work and resources, influence policy, and engage in advocacy by serving as department representative on external community committees, advisory boards, and coalitions.
- Design and deliver CTE professional development and activities for districts, staff, and industry partners.
- Support internal programs and districts with the development and evaluation of career technical education programs and offerings.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Serve as liaison between the County Education Office, local school districts, and the State Department of Education.
- Prepare and submit all reports required by the State Department of Education, grants, and contracts.
- Represent the SBCEO College and Career Readiness (CTE), on local, regional and state committees and councils.
- Develop new Career Technical Education programs that meet observed labor market needs and trends.
- Serve as the County Education Office expert on Career Technical Education, Career Development, and Economic and Work Force Development legislative issues, policies, and trends.
- Collaborate with Partners in Education staff frequently and regularly to mutually support direction, programs and implementation.
- Provide direct program support for Juvenile Court and Community School CTE programs

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- in partnership with the JCCS director and staff.
- Communicate with SBCEO North County Liaison to ensure cross communication between departments.
  - Perform other related duties as assigned.

### **Qualifications**

Possession of a valid California administrative credential. Master's degree from an accredited college or university in educational leadership, administration, or a related field. Previous experience in Career Technical Education with site or district administrative experience.

### **Licenses and certificates**

Possession of a valid California Driver's License if required by the duties of the assignment.

### **Working conditions**

Subject to inside environmental conditions; subject to driving to conduct work and required to use personal vehicle in the course of employment; required to attend evening or weekend meetings; occasional overnight travel out-of-county.