

Job Title:	Assistant Director, Career & Technical Education and Post-Secondary Readiness	Job Code:	5072
Job Family:	Certified	FLSA Status:	Exempt
Pay Program:	Administrative	Pay Range:	L14
Typical Work Year:	12 months		

SUMMARY: Support the Director of Career and Technical Education and Postsecondary Readiness in the day-to-day operations of the department, including but not limited to, districtwide development of all Career and Technical Education (CTE) programs, coaching CTE staff, professional development, vocational credentialing, and postsecondary opportunities. Ensure measurable improvement in and availability of best practices, research, evaluation and assessment systems that contribute to schools’ instructional achievement and students’ career readiness. Align CTE content area’s curriculum standards, instructional practices and assessments as necessary to achieve goals and objectives as established by the District’s Unified Improvement Plan and the regional CTE needs assessment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Support the Director of CTE and Postsecondary Readiness in the coordination, development, implementation, and assessment of the District’s CTE programs and course offering to support career pathways and integrated academics. Support the coordination of all reporting and record keeping required for the Colorado Community College System (CCCS), Colorado Technical Act (CTA), and any state or federal grants related to workforce readiness and postsecondary readiness initiatives. Assist in the management, evaluation and required reporting on the entitlement-based Carl Perkins Grant. Respond to teacher, school, parent, community, state personnel, postsecondary institution, and advisory committee needs including informal requests	D	25%
2. Align CTE curriculum with state program standards and labor market needs. Use regional economic data, workforce trends and employment data, and advisory committee curriculum feedback to develop, design, adjust and implement curriculum resources and tools that support teachers in ensuring student mastery of the content specific standards and technical skills. Support schools with the selection of CTE instructional materials including presenting relevant materials to industry advisory committees. Support program coordination and curriculum alignment with postsecondary institutions. Design or identify and implement subject area assessments in conjunction with the state CTE program directors and postsecondary partners, ensuring effective assessments.	M	10%
3. Assess, design, deliver and evaluate professional development that aligns with district, state, and/or national content standards or curriculum frameworks while emphasizing best practice instruction, addressing educator needs and ensuring high quality indicators of CTE programming. Provide professional development, support, training, and coaching to administrators and teachers. Conduct program evaluation to improve instruction and ensure state and federal compliance. Support and instruct teachers in effective lesson design based on standards and examination of student data and student needs at the classroom level. Support teachers and school leaders with questions related to content specific standards, curriculum, instructional design, and assessments. Work collaboratively with directors, content coordinators, principals, and district leaders to support and improve instructional practices and curriculum implementation.	M	25%
4. Conduct program reviews, develop new programs and/or courses, and revise curriculum frameworks as needed to align with National or State Framework changes cooperatively with the CTE Director, CTE administrators, and teachers. Inform administrators and teachers about changes, best first instruction in the delivery, pacing, and implementation of the resources chosen.	W	15%

5. Work cooperatively with the CTE Director to obtain, use, and share evaluative findings (including student achievement, CTE student enrollment/follow up, and labor market data) to gauge curriculum effectiveness, program impact, and funding needs.	M	5%
6. Research and implement best practices in work based learning curriculum and instructional practices. Develop and support work based learning programs and ensure content specific standards are addressed through work based learning opportunities	W	15%
7. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in a related field required
- Minimum five (5) years of experience of teaching in a CTE content area required
- Experience in curriculum writing preferred.
- Last performance evaluation rating of meeting or exceeding standards in all performance areas, including overall performance.
- Previous experience working with adult learners preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Professional Principal or Administrator License preferred
- Colorado Career and Technical Education credential required.
- Valid Colorado Driver’s license required.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Deep knowledge of content area standards.
- Knowledge of, and proven ability to, implement instructional best practice, project based learning, and work-based learning.
- Ability to design curriculum and assessments in identified content area.
- Knowledge of textbooks and materials within the identified content area.
- Knowledge of standards based education.
- Demonstrated ability to work effectively as part of a team.
- Ability to make appropriate data based decisions.
- Ability to facilitate professional learning related to content area.
- Ability to manage district grants and budgets.
- Excellent oral, written, and public speaking communication skills.
- Ability to use word processing and spreadsheets.
- High level of interpersonal skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to travel amongst district locations.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director of CTE and Postsecondary Readiness	5071

	POSITION TITLE	# of EMPLOYEES	JOB CODE

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Manage CTE district and grant budgets

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers, to handle or feel	X			
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds	X			
p to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy	X			
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize				X
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	