

27J SCHOOLS ADMINISTRATIVE POSITION JOB DESCRIPTION

Position Title: Career and Technical Education Specialist
Last Modified: December 2020
Work Year: 205 Paid Days
Department/Division: Student Achievement
Reports to: Director Postsecondary and Workforce Readiness

SUMMARY

The primary responsibility of the Career and Technical Education Specialist will be to further the planning and implementation of 27J Schools Career and Technical Education programs and specifically to provide planning and facilitate implementation of capital and instruction needs of a number of programmatic configuration options. As part of the 27J Student Achievement Division, this position aligns work and initiatives with frameworks established by the District and supports student achievement and graduation. This position reports directly to the Director of Post-Secondary and Workforce Readiness and supports the director in partnering with building principals and the Student Achievement staff, to lead districtwide development of all Career and Technical Education (CTE) programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinate, plan, develop, and implement 27J Schools CTE programs, course offerings, and facilities. Recommend future CTE development, and oversee implementation of new and existing CTE programming to facilitate increased student achievement.
2. Assist with the operation and development of 27J Schools CTE programs including CTE advisory committees, coordination with local colleges, the private sector, and the business community. Recognize, understand and apply current labor market trends in the planning, design, and implementation of CTE programs.
3. Support the development of district-wide workplace learning activities and graduation demonstrations including industry and college career certificates, student internships, pre-apprenticeships, and apprenticeship opportunities for students.
4. Include support for the collection of all reporting and record-keeping record keeping required for the Colorado Community College System, Colorado Career and Technical Education Act, and any state or federal grants related to workforce readiness initiatives, specifically to include responsibility for budget oversight, program development, management, evaluation and required reporting on the entitlement-based Carl Perkins Grant.
5. Develop long-range professional development planning based upon District mission, significant student outcomes, needs assessment data, and all programs.
6. Acts as resource and liaison to all 27J Schools administrators on issues of Career and Technical Education, post-secondary and workforce readiness, graduation requirements, instruction, and other areas as appropriate. gather analyze and interpret a variety of data, and utilize data to plan strategies for program improvement and advancement. Possesses knowledge and applicable understanding of Colorado Career and Technical Education Act and the principles of Career and Technical Education; including organization, delivery and evaluation of secondary programs.
7. Demonstrates positive, collaborative leadership and participates in collegial problem-solving in a variety of situations, departments, and schools, emphasizing teamwork and beneficial effects on student learning.
8. Performs other duties as assigned.

EXPERIENCE AND ACADEMIC PREPARATION:

1. Must have Administrative/Principal Certification/Licensing as required by Colorado Department of Education.
2. Teaching License, CTE Directors Credential preferred.
3. Master's degree plus additional coursework for certification or licensure.
4. Strong writing and oral communication skills as required to maintain a constant flow of communication within and outside of the position.
5. Experience in leadership, change and systems development.
6. Minimum 5 years of experience in K-12 education required.
7. At least 3 years of administrative experience including school administration experience preferred.
8. Proven knowledge of diversity across a wide spectrum of areas, e.g. language, ethnicity, gender, etc.
9. Bilingual literacy in Spanish preferred.

OTHER REQUIREMENTS:

- Ability to understand, exchange, and present verbal information/instruction with others of varied backgrounds.
- Ability to read and understand written materials.
- Ability to translate verbal communication into effective written material; e.g. reports and other documents.
- Ability to summarize written material into effective verbal communication: e.g. oral reports to groups or individuals.
- Ability to remember situations, details, laws, regulations, procedures, policies, and the like.
- Ability to understand and perform mathematical computations.
- Ability to apply problem-solving skills in developing solutions for unanticipated issues and challenges.
- Ability to conceptualize and apply analytical skills.
- Ability to identify conflict and take the steps necessary to resolve the issues.

EQUIPMENT USED:

Telephone, computer, facsimile machine, copiers, printers, audiovisual equipment, and other business-related equipment.

PHYSICAL REQUIREMENTS:

1. Ability to grasp and manipulate office equipment and other similar tools and equipment.
2. Ability to participate in routine conversation in person or via telephone.
3. Ability to distinguish small objects at near distances.

ENVIRONMENTAL CONDITIONS:

The majority of this position's duties are performed inside. The position has little or no exposure to adverse weather or environmental conditions.