

## **27J SCHOOLS ADMINSTRATIVE POSITION JOB DESCRIPTION**

**Position Title:** Director of Post-Secondary Options and Workforce Readiness  
**Previous Title:** Director of Career and Technical Education  
**Last Modified:** November 10, 2017, Reviewed December 2020  
**Work Year:** 260 Paid Days  
**Department/Division:** Student Achievement  
**Reports to:** Chief Academic Officer

### **POSTION SUMMARY**

Provides leadership, direction, development, implementation and coordination of post-secondary and work force readiness initiatives and systems district wide. As part of the 27J Student Achievement Division this postion aligns work and initiatives with frameworks established by the District. In partnership with Building Principals and the Student Achievement Staff, the Director leads districtwide development of all Career and Technical Education (CTE) programs, professional development, and related vocational credentialing. The Director also coordinates the development and implementation of the District's comprehensive school guidance counseling program, and oversees the District's menu of secondary course offerings.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. 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.
2. Responsible for coordination development, implementation and assessment amendment-of the District's CTE programs and course offerings. Includes coordination of all reporting and 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.
3. Primary responsibility, in collaboration with the Chief Academic Officer and Student Achievement Staff, for oversight of the District's secondary school course offerings. Establishes systems for review and approval of new course offerings proposals and for the ongoing monitoring of the District's existing course offerings consistent with District goals and applicable legal requirements.
4. Coordinates the District's comprehensive school guidance program, consistent with the American School Counseling Association (ASCA) model, which includes the integration of academic, personal/social, and post-secondary development. Assists with Student Achievement Staff and coueslors with 504 plan coordination and leadership.
5. Acts as resource and liaison to all District administrators on issues of Career and Technical Education, post-secondary and workforce readiness, graduation requirements, counseling, instruction, and other areas as appropriate. Gather, analyzes and interprets a variety of data, and utilizes data to plan strategies for program improvement and advancement. Possesses knowledge and applicable understanding of Colorado Vocational Act and the principles of Career and Technical Education; including organization, delivery and evaluation of secondary programs.
6. Organizes and structures representation from the private sector and the business community as members of advisory committees, and CTE informational resources. Recognize, understand and apply current labor market trends in the planning and design of CTE programs. Represents the District's interests on local, regional and state committees or similar groups related to career readiness and post-secondary opportunities.
7. Demonstrates knowledge of superintendent policies, board of education priorities and negotiated agreements.
8. Assists in the long-range professional development planning based upon District mission, significant student outcomes, needs assessment data, and all programs.

9. 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 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. Position has little or no exposure to adverse weather or environmental conditions.