



SAN MATEO UNION HIGH SCHOOL DISTRICT
CERTIFICATED JOB DESCRIPTION

JOB TITLE: CAREER TECHNICAL EDUCATION (CTE) CONTENT LEADER

REPORTS TO: Director of Curriculum and Assessment

SITE: District Office

CLASSIFICATION: Certificated

WORK YEAR: School Days Only

SALARY: \$8,000 (\$4000 for Fall & \$4000 for Spring)

APPROVED BY THE BOARD OF TRUSTEES:

EFFECTIVE DATE: August 1, 2023

May 18, 2023

JOB ESSENTIAL FUNCTIONS:

1. Provide instructional leadership and support to teachers and departments in their subject areas.
2. Attend SMUHSD training, workshops, and collaborative meetings to engage in collaborative work with Instructional Leaders.
3. Attend workshops and relevant professional development at the San Mateo County Office of Education and other educational agencies in order to stay current on recent developments in the content area.
4. Attend scheduled Content Leader meetings and participate in regular check in meetings to coordinate and receive support in task force development and work.
5. As needed, facilitate instructional task force and/ or department chair meetings to address a problem of practice or make key instructional decisions.
6. Provide outreach and communicate key expectations to newly hired teachers in the content area.

Employment Standards:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- CTE Teaching Credential
- Five years or more of experience teaching CTE courses at the secondary level
- Knowledge and experience using a variety of effective instructional strategies and engagement strategies for all students in the VAPA classroom
- Knowledge and proficiency effectively integrating technology into the CTE classroom
- An understanding of and commitment to *cultural proficiency*
- An understanding of and effective strategies for formative assessment practices
- Experience having led formal professional development/adult learning
- Knowledge and experience using various technology tools and software platforms such as

Canvas, Microsoft Office Suite including Excel; Google Docs; and Aeries.

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance
- Evidence of Tuberculosis clearance

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.