



SAN MATEO UNION HIGH SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

**Pending Board
Approval**

JOB TITLE: DISTRICT CAREER TECHNICAL EDUCATION COORDINATOR

REPORTS TO: Director of Curriculum and Assessment **SITE:** District Office

CLASSIFICATION: Certificated **WORK YEAR:** Teacher Work Calendar

SALARY: 0.6 FTE Certificated Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: **EFFECTIVE DATE:** July 1, 2019

JOB ESSENTIAL FUNCTIONS:

1. Reports to the Director of Curriculum and Assessment.
2. Works with the Director of Curriculum and Assessment to develop, monitor, and oversee District CTE Plan.
3. Provides instructional leadership and curriculum oversight for District Career Technical Education programs.
4. Oversees the District Career Technical Education Council.
5. Plans, organizes, monitors budgets that support Career Technical Education including Carl D. Perkins, Strong Workforce Program (SWP) and CTE Incentive Grants (CTEIG).
6. Completes state or federal Career Technical Education categorical program applications and reports.
7. Facilitates professional development for Career Technical Educators.
8. Coordinates the work of the five Industry Pathway Leads
9. Serves as liaison to San Mateo County Office of Education CTE leadership
10. Serves as liaison to local businesses and trade organizations.
11. Coordinates planning of five district-wide Industry Days in collaboration with District Pathway Leads
12. Attends workshops and relevant professional development at the San Mateo County Office of Education and other educational agencies in order to facilitate and disseminate best practices to CTE teachers across the District.
13. Maintains affiliations for professional organizations at the local, state, and national level.
14. Serves as liaison to community college CTE programs and attend quarterly meetings with community college partners in the San Mateo Community College District
15. Performs other duties as assigned.

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 Trustees, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- Minimum of five years high school teaching experience.
- Substantial knowledge of and commitment to Career Technical Education programs and pathways
- Substantial commitment to and experience participating in professional learning activities.
- Experience leading or facilitating professional development desired.
- Knowledge and experience using a variety of effective instructional strategies including best practices in language and literacy development.
- Knowledge and proficiency effectively integrating technology into instruction.
- Experience with and/or previous training in developing culturally responsive pedagogy/ curriculum & instruction.
- An understanding of and commitment to *cultural responsiveness*.
- An understanding of and effective strategies for formative assessment practices.
- Experience having led formal professional development/adult learning.
- Experience teaching classes for students performing below grade level and knowledge of the instruction needed to accelerate their academic progress.
- Demonstrated ability to lead collaborative efforts to improve student achievement.
- Knowledge and experience using various technology tools and software platforms such as Canvas; Google Apps for Education; Microsoft Office Suite including Excel; and Aeries Student Information System.

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.