



SAN MATEO UNION HIGH SCHOOL DISTRICT CERTIFICATED DESCRIPTION

JOB TITLE: CTE Pathway Lead

REPORTS TO: Director of Curriculum & Assessment

SITE: District Office

CLASSIFICATION: Certificated

WORK YEAR: 180 Days

SALARY: Stipend \$8,000

EFFECTIVE DATE: August 12, 2024

APPROVED BY THE BOARD OF TRUSTEES: JUNE 06, 2024

SUMMARY: Under the direct supervision of the Director of Curriculum and Assessment, the CTE Pathway Leads will facilitate pathway-specific professional development and learning and help align general practices to 11 Elements and CTE Standards and the relevant Community College programs.

There will be one pathway lead position in each of the following areas:

- Arts, Media and Entertainment
- Engineering/Architecture/Building Trades and Construction/Green Energy
- Biotechnology
- Computer Science
- Hospitality, Tourism and Recreation

ESSENTIAL FUNCTIONS:

- Plan and facilitate at least one industry advisory meeting for the pathway per year
- Work with Career Coordinators to establish and maintain relationships with industry representatives in the industry sector
- Plan and facilitate at least one additional meeting of all pathway teachers per year
- Help plan and facilitate PD for pathway members
- Support pathway teachers in implementing the 11 Elements of High Quality CTE Pathways
- Lead the development of some common lessons, units or projects; work with other pathway leads to develop a common assessment
- Keep pathway members informed about out-of-district PD opportunities

- Update pathway inventory and needs lists, decide on standard equipment, and consult with department chairs regarding resource procurement
- Give input to the CTE Coordinator about the district CTE plan
- Observe pathway teachers and facilitate teachers observing each other
- Attend CTE Council meetings

QUALIFICATIONS AND EXPERIENCE:

Education/Training Experience

Qualifications

- Possess a qualifying CTE credential in the industry sector (Designated Subject Credential in the industry sector or a single subject in Home Economics, Industrial Arts, or Industrial and Technology Education)
- Must teach in the industry sector in SMUHSD
- Knowledge of the 11 Elements of High Quality CTE Programs and the CTE Standards
- Substantial commitment to and experience participating in professional learning activities

Physical Demands/Working Conditions

- Ability to sit for long periods of time
- Eyesight sufficient to read fine print
- Manual dexterity and coordination sufficient to operate a computer keyboard and calculator
- Physical stamina to stand, reach, bend, lift, kneel, and squat
- The ability to lift up to 25 pounds
- Ability to tolerate moderate noise level in working environment

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.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.