

PUEBLO SCHOOL DISTRICT 60
PROFESSIONAL JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Manager – Career and Technical Education and Concurrent Enrollment
Prepared Date: 6/7/2022
Revised Date: 9/15/2023
Work Year: 220 days
Department: Career and Technical Education
Reports To: Executive Director of Secondary and CTE
Salary Range: APT Salary Schedule Lane B
Benefits: Fringe Benefits based on Schedule C Benefits
Status: FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The Manager – Career and Technical Education and Concurrent Enrollment is responsible for developing, coordinating, and maintaining all activities to support District operations in the area of Concurrent Education and Career and Technical Education (CTE). This person will be the primary contact for developing and executing Concurrent Enrollment and CTE partnerships, contributing to transition activities to bridge the gap from high school to college for students, and advancing awareness for college pathways. Directly responsible for, and manages, appropriate budgets and grants.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Any combination of education, training, and/or experience equivalent to: BA Degree Education or related field, and three (3) years of CTE experience
- Valid Colorado vocational credential or ability to be certified at the time the position begins
- Reliable Transportation
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Colorado teaching license with CTE endorsement
- Previous experience teaching CTE in public school setting
- Previous participation in state trainings (CTE, Concurrent Enrollment, and other related opportunities)
- Previous experience supporting building administrator toward successful and effective strategies for improving and expanding CTE and Concurrent Enrollment opportunities for students
- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Knowledge of local, state, and federal policies, regulations, and statutes related to career and technical education.
- Knowledge of current trends and research in career and technical education.
- Knowledge of the organization and communication channels of the school system.
- Knowledge of issues related to teaching and learning in career and technical education
- Ability to analyze data and use data-driven decision-making to implement effective programs
- Knowledge of Professional Learning Community Processes
- Knowledge of assessment systems
- Skill in counseling and developing staff.
- Ability to develop and implement policies, procedures and standards for services offered.
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.
- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media
- Ability to work collaboratively with others and facilitate groups to consensus
- Excellent time management skills and ability to organize, prioritize, manage, and carry out duties efficiently and within established timeframes
- Ability to exercise considerable tact and courtesy in frequent contact with the public.
- Ability to establish and maintain effective working relationships with all CTE Stakeholders.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Manage all CTE progression K-12
- Monitor Perkins Grant budget and CTE funds allocated by the District
- Manage efforts for CTE Instruction in all schools
- Facilitate CTE Committee Taskforce
- Act as liaison between District, workforce development agencies, and post-secondary education institutions
- Seek business partners to provide CTE program feedback and input, job shadowing/internship opportunities for students, and technical advice to CTE academies
- Facilitate effective communication and information flow among all involved staff to include the Executive Director of Secondary Education and CTE, and District principals
- Provide leadership for effective CTE instruction and assistance to principals in the delivery and operation of CTE programs
- Understand current trends focusing on a variety of matriculation efforts/processes/programs designed to promote post-secondary enrollment directly upon high school graduation
- Attend conferences and trainings and disseminate information to Executive Director of Secondary Education and CTE, and District principals
- Create and maintain a District website that provides information, requirements, and frequently asked questions with appropriate links for concurrent enrollment
- Support internships and partnerships to help students determine career pathway
- Support implementation of state guidelines and goals as well as national standards for college, career, and community guidelines
- Provide professional development to teachers and counselors on Concurrent Enrollment and CTE as assigned
- Establish and serve as a liaison between the district and partner organizations to increase opportunities for early college models, increase dual enrollment opportunities, and foster business partnerships to increase opportunities for students to successfully advance to college/career paths upon graduation.

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Executive Director of Secondary Education and CTE

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 6 hrs per day)

C – Continually (6 – 9 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
Lifting Maximum weight: 40 lbs.			X		
Carrying Maximum weight: 40 lbs.			X		

WORKING CONDITIONS:

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.