



## **DIRECTOR, CAREER NAVIGATION AND WORKFORCE PREPARATION PROGRAMS**

### **PRIMARY FUNCTIONS:**

Under the supervision and direction of the District Superintendent, provides leadership and administrative responsibility for the development and management of the District's Career Technical Education (CTE) and Workforce Development programs. Works with high school administrators, counselors, and classroom teachers to assure that these programs are preparing students with the skills necessary to be successful in the local workforce and that they meet California Department of Education and Federal requirements. Assures compliance with program and reporting responsibilities for the Strong Workforce Grant and other CTE grants. Serves as a liaison between students, teachers, and the District and business, industry, labor unions, trade schools, community colleges and universities.

### **GENERAL DUTIES AND RESPONSIBILITIES:**

- Works with the Superintendent, Administrative Cabinet, and other members of the District's management team to develop and implement annual goals and objectives aligned to the District's Strategic Plan and Local Accountability Plan (LCAP)
- Plan, coordinate, and monitor the Career Technical Education and workforce development, and career placement programs with site administrators, teachers, and contractors.
- Communicate with employers to determine local employment needs and coordinate job placement efforts for CTE program students and graduates.
- In cooperation with high school counselors, including the college and career counselor, monitors the progress of CTE students' education and training to help assure that they are on track to meet their goals.
- Coordinate with school counselors to meet the roles and responsibilities of Career Navigator as described in the Strong Workforce Program grant.
- In conjunction with the Grants and Communications Coordinator, write and coordinate State and Federal CTE and Adult Ed - related grant applications. Assure that reporting requirements are met for these grants.
- In conjunction with the Grants and Communications Coordinator, plan, implement and monitor communications to inform/involve parents, students, and community members of District programs.
- Coordinate the issuance of Work Permits for eligible students.

- Provide direction in the development, implementation, and evaluation of desired student expectations and strategies for instructional delivery to maximize student achievement.
- Develop, implement, and maintain advisory committees for CTE programs, including scheduling and leading meetings.
- In cooperation with the College and Career Counselor, provides training and workshops to students on topics related to postsecondary training, education, job search, and career options.
- Keeps accurate records and data on CTE students related to their high school and post-high school education, training, and employment outcomes. Compiles data for local, state, and federal reports as necessary.
- Coordinates CTE program articulation and placement with junior high and high school administration, counselors, and teachers
- Assists high school administrators and teachers in developing and implementing appropriate career related projects and curriculum for CTE students in Career Choices classes
- Assists high school administrators and teachers in developing and implementing appropriate career related activities for the Senior PREP Project
- Coordinates and/or leads advisory committees, job fairs, career days, and other events for the District.
- Attends school board meetings, Back to School Nights, Open Houses, academic events, student and staff recognition ceremonies, and other designated school and community events
- Other duties and responsibilities consistent to the primary functions may be assigned

### **REQUIRED QUALIFICATIONS:**

Education –

- Possesses a Bachelor's Degree

Experience –

- Three years' experience in human resources, workforce development, and/or career placement in a private business, public sector agency, or educational institution

### **DESIRABLE QUALIFICATIONS:**

Knowledge of –

- Federal laws, California education code, and board policy related to overall school operations, public employment, and the rights and responsibilities of students and community stakeholders
- Legal requirements, collective bargaining agreements, board policy, and district procedures related to the hiring, supervision, and evaluation of assigned staff
- Legal requirements for the appropriate use and retention of confidential student and

employee records

- Legal requirements for employment of youth
- Organizational leadership, motivational strategies, and techniques for working with adult staff, student leaders, and community stakeholders
- Organizing, planning, and scheduling events using a conflict matrix and multiple calendars
- Appropriate procedures for purchasing, receiving, inventorying, and distributing materials, equipment, and supplies through both general and special fund budget categories
- General economic, labor market, and workforce trends
- Sources of information on job demand, wages, education/training requirements and other labor market information
- Workforce development agencies and other organizations providing career and employment services

Ability to –

- Maintain possession of a valid California driver's license
- Develop, write, implement, and evaluate course curriculum and training programs
- Apply management, budgeting, and contract administration principles and practices
- Understand and carry out both oral and written instructions independently
- Support, communicate, and serve as an effective spokesperson and representative of the Superintendent, Administrative Cabinet, and Board of Trustees to school site staff, students, and community stakeholders
- Work collaboratively and communicate effectively as part of a team
- Analyze and interpret numerical data and written information
- Maintain confidential information
- Prepare and maintain financial and programmatic reports and other records
- Write and edit using proper English with accurate spelling, grammar, vocabulary, and punctuation
- Successfully prepare grant applications and monitor awarded grants
- Maintain professional standards of conduct (model core values)
- Operate a computer, including word processing, data management software, and student information systems
- Establish and maintain ongoing cooperative and collaborative relationships with students, parents, school district staff, key public agencies, advisory groups, auxiliary organizations, and other community stakeholders
- Engage with appropriate professional and academic organizations to remain current and knowledgeable on public policy matters impacting K-12 public education at a local, state, and national level

**PHYSICAL, MENTAL, AND SOCIAL REQUIREMENTS:**

Employees in this position must have the ability to:

- Stand and sit for extended periods of time
- Stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 20 lbs. to waist height
- See and read printed matter with or without vision aids
- Hear and understand speech at normal levels
- Speak English so that others may understand at normal levels
- Concentrate on single or multiple tasks individually or in a group setting for up to two (2) hours at a time
- Learn and adapt to the use of a variety of equipment and machinery and follow both oral and written instructions to complete tasks
- Maintain regular attendance

**WORK ENVIRONMENT**

The primary work location is indoors and outdoors in a high school setting. Noise levels in this setting range from quiet to loud. The employee travels between school sites, district facilities, and other public agencies in the course of their duties. Assignment will also require occasional travel to conferences, workshops, and professional symposia outside the school district boundaries and may require overnight lodging and work in a hotel/conference complex.

*Board Approval: August 17, 2020*

*Formal Review: August 13, 2020*

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

**I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.**

**I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.**

**I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities of this job.**

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*