

MANAGER, CAREER TECHNICAL EDUCATION PROGRAMS

Reports to: Director, Career Technical Education

Division: Student and Community Services

Our ideal candidate

You are committed to supporting 7th-12th grade students and adults navigate the steps to a career to which they aspire. You are an excellent communicator, both orally and in writing. You are organized, flexible, and calm under pressure. You are adept at working with diverse clientele representing varying roles in multiple organizations. You can be trusted to follow through on program plans, goals, and tasks; can successfully manage all parts of a complex program; and are willing and able to provide some direct services, including professional learning, to program participants.

General description

Under general direction, plan, execute, and manage one or more Career Technical Education (CTE) programs that may include apprenticeships, pre-apprenticeship, dual enrollment, and other support for work-based learning for K-12 students and adult learners countywide, as determined by the Director. The incumbent will collaborate with local educational agency partners, preschool centers, local industry, and the wider Santa Barbara County community to ensure comprehensive support for career preparation.

Specific duties and responsibilities

- Manage CTE programs, according to program goals and objectives; develop systems and related procedures to ensure program compliance and efficiency; identify opportunities for grant funding, write grant applications, and coordinate submissions to maintain or expand work-based learning opportunities.
- Analyze data to conduct program evaluations and document achievement of program goals; ensure adherence to grant and program requirements and complete reports as required; collaborate with program partners, participants, and providers to resolve problems or challenges and ensure program success.
- Manage Santa Barbara County's Apprenticeship program(s) by: recruiting interested participants and mentors; leading orientations for new apprentices; providing devices, materials, and learning to apprentices; checking in regularly with apprentices; facilitating a mentor program; planning and leading quarterly community of practice sessions for all apprentices and mentors; overseeing required recordkeeping; and collaborating with employers and Related Supplemental Instruction (RSI) providers to ensure apprentice success.
- Support the development of, and provide ongoing support for, pre-apprenticeship programs in Santa Barbara County districts, including course offerings, work-based learning opportunities, and dual enrollment.
- Attend and actively participate in appropriate committees, workgroups, meetings, conferences, and training throughout Santa Barbara County, the region, and the state.

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- Perform general administrative duties as directed, and other related duties as assigned.

Requirements

A typical way to qualify for this classification would be:

Education: Possession of a bachelor's degree in education; nonprofit, public, or business administration; human resources; or related field.

Experience: Two years of experience in educational or nonprofit administration or related field that included two or more of the following: program development, program review, data collection and analysis, grant writing, budget management, group facilitation, and management of volunteers or sub-contractors.

Experience in the following areas is preferred:

- early childhood education or other educational setting
- successful grant writing.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

Knowledge of:

- Principles and practices of program administration
- Budget development and management
- Program development and evaluation
- Data collection, tracking, and management methods
- Effective grant writing strategies
- Methods and practices of professional learning and group facilitation
- Time management strategies
- Record-keeping practices
- Telephone and email etiquette
- Standard written and spoken English
- Standard office productivity software
- Community organizations, resources, and services
- Community outreach and engagement techniques

Knowledge of apprenticeship program practices and procedures is preferred.

Skill in:

- Long-term planning

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Ability to:

- Learn the operations, policies, and objectives of the Santa Barbara County Education Office
- Organize work of self and others
- Make effective presentations to a wide range of audiences
- Gather and analyze data, reach sound conclusions, and determine an appropriate course of action
- Research, write and present reports
- Operate a computer and other office equipment and related software and database programs
- Communicate effectively, both orally and in writing
- Design and lead professional learning
- Write and manage grants
- Interact with and maintain cooperative relationships with diverse levels of staff and the community
- Represent the organization effectively to a variety of stakeholders
- Coordinate work of third parties over whom one has no supervisory authority
- Lead and work effectively with groups to accomplish goals and meet deadlines
- Work collaboratively with diverse populations, environments, and requirements
- Work independently and as part of a team
- Exercise sound judgment
- Work with frequent interruptions

Licenses and certificates

Possession of a valid California driver's license and the use of a dependable vehicle are required. These requirements may be waived if the incumbent is able to perform their duties efficiently using alternative means of transportation.

Working conditions

Frequent local travel within Santa Barbara County to a variety of locations is required. Occasional overnight, out-of-county travel is required. Occasional attendance at evening and weekend meetings and events is also required.

Management salary range 14

Approved by the Personnel Commission:

March 27, 2025