

# PERRIS UNION HIGH SCHOOL DISTRICT

---

Board Approved: May 6, 2025  
Salary Schedule: #001

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

## **JOB TITLE: TEACHER ON SPECIAL ASSIGNMENT- CAREER TECHNICAL EDUCATION (CTE)**

**JOB PURPOSE STATEMENT:** Under the direction of the Assistant Superintendent, Ed Services and/or designee focuses on roles outside of regular classroom instruction, such as developing work-based learning opportunities, serving as a liaison between stakeholders, and supporting program implementation. Will plan, coordinate, organize and manage the operations and activities of the CTE programs for their assigned community college district and Collaborative partner school districts.

## **JOB FUNCTIONS:**

### **Program Development and Management**

- Develop, implement, and manage a comprehensive CTE program, including curriculum design, course sequencing, and program evaluation.
- Oversee CTE budget and ensure fiscal responsibility aligned with grant requirements.
- Ensure compliance with local, state, and federal regulations, policies, and grant expectations to maintain high-quality CTE programs.

### **Collaboration and Stakeholder Engagement**

- Act as a liaison among students, faculty, staff, parents, industry partners, post-secondary institutions, and community organizations to support student success.
- Facilitate and coordinate CTE Advisory Committee meetings to gather input and strengthen program partnerships.
- Promote CTE programs, pathways, and career learning experiences to parents, students, and the broader community.
- Liaise with local education agencies (LEAs) and community colleges to align CTE programming and college/career exploration initiatives.

**JOB TITLE:** TEACHER ON SPECIAL ASSIGNMENT- CAREER TECHNICAL EDUCATION(CTE)

Page 2 of 4

**Curriculum and Instructional Support**

- Provide technical assistance and guidance in the development and implementation of CTE curriculum and course offerings.
- Support faculty collaboration to ensure sequential CTE courses align with regional labor market demands and post-secondary pathways.
- Inform and support the integration of college and career exploration activities within CTE programs.
- Support the development of work-based learning opportunities, including internships, externships, and industry partnerships.

**Professional Development and Capacity Building**

- Assess and support professional learning needs for CTE instructors, counselors, and post-graduation coordinators.
- Maintain knowledge of and participate in CTE and career education initiatives at local and state levels to share best practices and build capacity.

**Data and Reporting**

- Collect, compile, and analyze CTE data to evaluate program effectiveness, student outcomes, and areas for improvement.
- Assist in the preparation of reports, grants, and funding applications using data to inform planning and decision-making.

**KNOWLEDGE, SKILLS & ABILITY:**

Knowledge of:

- Practices and techniques of teaching students in career technical education programs,
- Facilitating group discussions
- Assisting with the development and implementation of college, career and/or community-based programs/service
- Facilitating education/community events
- Staying current with industry trends, technologies, and best practices

**JOB TITLE:** TEACHER ON SPECIAL ASSIGNMENT- CAREER TECHNICAL EDUCATION(CTE)

Page 3 of 4

KNOWLEDGE, SKILLS & ABILITY (continued):

- Having a strong understanding of the specific CTE program being taught
- Being able to connect classroom learning to real-world applications

Skills:

- Collecting labor market information and working with advisory committees of A-G requirements, staff development related to instructional strategies, Course instructional Plans, and articulation agreements
- Working with students of diverse abilities and backgrounds
- Providing individualized support to students who are struggling

Ability to:

- Motivate and instruct students in vocational training and career development
- Work independently with little direction
- Communicate effectively both orally and in writing
- Build and maintain effective working relationships
- Establish and maintain accurate records
- Work in a diverse socio-economic and multicultural community
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift up to (25 pounds), carry up to (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

**JOB TITLE:** TEACHER ON SPECIAL ASSIGNMENT- CAREER TECHNICAL EDUCATION(CTE)

Page 4 of 4

**JOB QUALIFICATIONS:**

Education:

- Bachelor's Degree

Experience:

- Three (3) years teaching experience.
- Experience in CTE, instructional leadership, and/or related fields is highly desired.
- Strong Communication, organizational, and interpersonal skills are essential.

Licenses, Certifications, Bonding and/or Testing:

- Possession of a valid California Single Subject or Designated Subjects Vocational Teaching Credential.
- EL certification or equivalent such as CLAD, BCLAD, or SDAIE
- Possess and maintain a valid California Driver's license and evidence of insurability