MT. DIABLO UNIFIED SCHOOL DISTRICT

# ADMINISTRATOR, CAREER PATHWAYS/LINKED LEARNING

## Primary Function

Under the general direction of the Assistant Superintendent of High School will assume oversight and responsibility for the facilitation of the district wide Career Pathways/Linked Learning and work-based learning initiatives. Serves as district representative with community, local, and state organizations and programs. Supports schools in the development and implementation of career pathways/linked learning and assists with staff development. Provides leadership to district and site staff in developing/maintaining a vision of student learning as it relates to career pathways/linked learning, work based learning, and college and career readiness.

## Directly Responsible To

Assistant Superintendent, High School

## Major Responsibilities

1. Provides leadership in planning, implementing, improving and evaluating career pathways/linked learning programs and work-based learning opportunities.
2. Provides support and monitoring for career pathways/linked learning programs, grants and initiatives, including progress of identified performance targets and timelines.
3. Formulates program, grant and initiative budgets as assigned.
4. Assists schools with course development, scheduling, staff development/in-service, and all aspects of effective career pathways, career technical education (CTE), early college credit, work based learning and linked learning models.
5. Works with career pathways/ linked learning programs to identify, support, develop, and improve all forms of business engagement and work-based learning opportunities for students.
6. Serves as a liaison and consults with other professionals, appropriate agencies, and the community in relation to career pathways/linked learning development post-secondary partners and in relation to regional efforts to expand work based learning opportunities for students.
7. Provides guidance and resources to sites related to college and career instructional materials.
8. Consults with Assistant Superintendent of High School, departments, principals, and teachers regarding implementation of Linked Learning Pathways, work based learning, and College and Career readiness K-12.
9. Supports the Pathway and Academy teachers at each school, including participating in high school career pathways lead teacher convenings to ensure consistent messaging and alignment of support services, monitor meeting agendas, and facilitates a debrief of effectiveness with suggestions for modifications when indicated.
10. Collaborates with schools and district departments to promote parent awareness and support for their student's college, career interests, choices, and decisions.

11. Supports development of career pathways/linked learning by coordinating study visits for campus and district leadership.
12. Shares career pathways/linked learning models protocols for looking at student work and using data to determine teaching and learning effectiveness.
13. Interacts with Instructional Support Department regarding initiatives pertaining to the core content areas, linked learning pathways, early college credit, work based learning, and college career readiness.
14. Coordinates professional development sessions that highlight academic success, career exploration, career technical education, work-based learning, early college credit, and college/career planning activities for parents, teachers, counselors, and administrators.
15. Assists teams in developing, coordinating and effectively utilizing industry advisory committees as needed and/or appropriate.
16. Prepares and conducts presentations regarding career pathway/ linked learning to various stakeholders.
17. Assists in aggressively pursuing grant opportunities and alternative funding sources to support linked learning and pathway development.
18. Attends college and career in-service meetings and professional conferences to keep abreast of new developments and instructional improvements.
19. Establishes and maintains rapport, communications, and cooperative working relationships with district administration, schools, teaching and non-teaching personnel, and other individuals or groups involved with college and career.
20. Attends job-related meetings and activities specified by the Assistant Superintendent, High School.
21. Performs additional duties as assigned by the Assistant Superintendent, High School.
22. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Assistant Superintendent of High School.
23. Performs other job-related duties as assigned.

**Qualifications**

1. Knowledge of the principles of adult learning and staff development.
2. Ability to work effectively with all segments of the educational community and general public.
3. Ability to initiate and coordinate programs and projects.
4. Knowledge of personal computers, computer hardware and software.
5. Knowledge of career pathways, Linked Learning and academies.
6. Ability to facilitate groups and skill in using the collaborative process.
7. Ability to exercise good judgement and tact.
8. Knowledge of basic elements of instruction.
9. Ability to speak, write and communicate effectively with all stakeholders in the community.
10. Ability to assemble and analyze data, and make appropriate recommendations for action.
11. Skill in logical thinking and the ability to explain difficult materials in a clear manner.
12. Knowledge of budget development, maintenance, and evaluation.
13. Ability to design and implement procedures.
14. Knowledge of district operations and procedures.

15. Awareness of Linked Learning Pathways design, research in college and career readiness, integrated curriculum and assessment, community and national initiatives and resources.
16. Ability to effectively manage projects.
17. Ability to operate standard office equipment including computers, effective use of software applications, including Word, Power Point, Excel, and other technology solutions.
18. Proficiency in the use of Student Information Systems and data analysis tools.
19. Knowledge of District policies, applicable sections of the state Education Code and other laws and regulations
20. Ability to interpret, apply and explain rules, regulations, policies, and procedures as they relate to college and career readiness

**Education, Training, and Experience**

1. Successful experience as a classroom teacher for at least five years.
2. Experience and knowledge designing and implementing college and career pathways, work based learning, and Linked Learning.
3. Progressive experience in roles of responsibility in providing leadership in a school or district setting.
4. Post graduate work in school administration, curriculum, and instruction, or a related field.
5. Possession of a valid administrative services credential.
6. Experience as a leader at the site or district level.
7. Experience in directing/supervising the work of others.
8. Experience in professional development training.

Sample Physical Abilities:
Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; site or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

Diablo Managers Association

Range 25 – 217 Days

Adopted by the Board of Education: June 26,2017