Adams12 Five Star Schools

Job Description
Prepared/Revised: **July 2026**

Job Title:	**Director, Career & Technical Education and Post-Secondary Readiness**	Job Code:	**5071**
Job Family:	**Certified**	FLSA Status:	**Exempt - E**
Pay Program:	**Administrative**	Pay Range:	**L18**
Typical Work Year:	**12 months**		

SUMMARY: Provides leadership, direction, and coordination of post-secondary and workforce readiness initiatives and systems district wide. As part of Learning Services team, this position aligns work and initiatives with the district's Instructional Framework. Lead districtwide development of all Career and Technical Education (CTE) programs, professional development, and related vocational credentialing and concurrent enrollment opportunities. Ensure a quality educational experience by preparing students to pursue a bachelor's degree, associate's degree or industry credential/certification, military service or direct entry into the workforce. Prepare students with the specific technical skills, employability skills and content knowledge necessary for advancement in a career path.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Possess knowledge and applicable understanding of the Colorado Vocational Act and the principles of Career and Technical Education; including organization, delivery and evaluation of secondary programs. Know and understand current trends and programs in Career & Technical Education. Lead, support, and coordinate district-wide secondary CTE programs through planning and implementation processes.	D	25%
2. Coordinate, develop, implement and assess the District's CTE programs and course offering to support career pathways and integrated academics. Coordinate all reporting and record keeping (Gather, submit, and disseminate information regarding concurrent enrollment credit and opportunities) required for the Colorado Community College System (CCCS) and Technical Education Act (TEA), and any state or federal grants related to workforce readiness initiatives. Responsible for budget oversight, program development, management, evaluation and required reporting on the entitlement-based Carl Perkins Grant.	W	25%
3. Gather, analyze, and interpret a variety of data, and utilize data to plan strategies for program improvements, advancements and additions. Support the School Improvement Process at each CTE campus.	W	10%
4. Organize and structure representation from the private sector and the business community as members of advisory committees, and CTE informational resources. Recognize, understand and apply current labor market trends in the planning and designing of CTE programs. Represent the District's interests on local, regional and state committees or similar groups related to career readiness and post-secondary opportunities.	W	20%
5. Collaborate with district executive directors and directors in long range professional development planning based on District's strategic plan, identified student outcomes, and district and program data. Coordinate technical assistance and provide professional development opportunities for CTE teachers and leaders. Oversee the issuance and currency of credentials for CTE teachers.	M	5%
6. Work directly with comprehensive high school principals, alternative education campuses, middle level principals and career and technical education campuses to support programming and provide leadership and expertise. Markets the schools and programs to increase enrollment and communicate the achievements of both. Adhere to district policies, superintendent and board of education priorities, and negotiated agreements.	M	10%
7. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in Education, Business or related field required
- Minimum (5) five years of experience in K-12 education required
- Minimum (3) three years of administrative experience required; school-based administrative experience preferred
- Experience in career and technical program coordination and reporting procedures preferred
- CLDE endorsement preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Professional Principal or Administrator License required
- CTE Director/Administrator endorsement/credential or willingness to obtain preferred
- Valid Colorado Driver's license required at hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong written and verbal communication skills with internal and external audiences
- Demonstrates positive, collaborative leadership and participates in collegial problem solving in a variety of situations with departments and schools, emphasizing teamwork and beneficial effects on student learning
- Experience in leadership, change and systems development
- Must have skills and knowledge around the adherence to state and federal CTE funding requirements including CTA and Perkins, as well as program approvals
- Experience involving community members, administrators and counselors in career and technical education programs
- Experience in developing, coordinating and maintaining compliance with CTE programs
- Skill in facilitation, problem solving, and conflict management
- Experience creating and leading staff development activities
- Experience writing and managing a variety of federal, state, and private grants
- Strong planning, organization, motivation, management, supervision and evaluation skills
- Knowledge of leading innovative practices and programming
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director, Secondary Innovation and Alternative Programming	110630

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Administrative Assistant	1	070716
	Assistant Director, CTE	1	5072
	CTE Coordinator (TOSA)	1	0050TS

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Develop, administer and monitor the budget for district Career & Technical Education Programs.
- Coordinate the collection of information and completion of the financial expenditures report to the Colorado Community Colleges system offices for each fiscal year.
- Supervise and coordinate Federal Grants.
- Responsible for the program budget, and overseeing CTE related grants.
- Compile, analyze and report annually to state and district systems the expenditure of district money for reimbursable vocational programs.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel	X			
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds	X			
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy	X			
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize				X
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	