



New Job Description

Board Approval: December 11, 2023

Director of Career Technical Education

Definition:

The Director of Career and Technical Education (CTE), under the supervision of the Assistant Superintendent of Educational Services, will oversee the District's CTE program. This role includes acting as a bridge between the District, its business partners, higher education institutions, parents, community members, and schools. The Director will ensure that the CTE curriculum and instructional program are effective and efficient. They will align these programs with the District's goals and vision, effectively prepare students for a career of their choice, enhance student achievement and practical experiences, foster college and career readiness, develop partnerships, and promote equitable opportunities for all students.

Essential Duties and Responsibilities

- Coordinate all Career Technical Education (CTE) program aspects, including district pathways, work experience, internships, and certifications.
- Set and evaluate program goals aligned with District and Board goals, focusing on student preparation for post-secondary education/careers.
- Prepare and complete all required reports and compliance documents.
- Write and manage all CTE-related local, state, and federal grants.
- Develop and monitor budgets and grant applications for program maintenance, development, and compliance.
- Build partnerships with labor, business, and community organizations for internships, apprenticeships, and Work Experience programs.
- Stay updated on relevant CTE regulations, guidelines, and legislation.
- Collaborate with post-secondary institutions for program coordination, articulation agreements, and dual enrollment opportunities.
- Facilitate technology integration and training for students, staff, and community/business leaders related to CTE fields.
- Support the professional development and evaluation of CTE staff.
- Recommend adjustments to CTE based on labor market indicators, student data, and student needs.
- Market/brand CTE to educational and community groups.
- Direct public information activities (brochures, flyers, exhibits).
- Analyze data to evaluate curricula, teaching practices, equitable course participation, internships, apprenticeships, work experience participation, pathway completion, and graduate job placement.
- Expand CTE Dual Enrollment Offerings.

- Partner with Adult Education programs to maximize facility use and development for CTE pathways.
- Coordinate biannual College and Career Fairs.
- Perform additional duties as assigned by the Superintendent or Designee.

Required Qualifications

- Possession of a Masters Degree and an Administrative Credential.
- Three years of successful administrative experience in a school, district, or higher education setting.
- Three to five years of successful teaching experience.
- Strong interpersonal and leadership skills.
- Strong written and verbal communication skills.
- Ability to collaborate with site administrators, students, parents, and businesses to create partnerships.
- Valid California driver's license

Preferred Qualifications

- Doctorate Degree
- Successful experience establishing partnerships with community organizations and businesses
- Bilingual (Spanish)

Knowledge of

- Principles of organization and management
- Educational technology
- Principles of effective coaching and employee evaluation

Ability to

- Facilitate collaborative projects or initiatives
- Work independently and proactively
- Anticipate problems and opportunities and respond effectively
- Prepare and deliver presentations
- Prepare comprehensive narratives and statistical reports
- Focus on student learning and student success
- Demonstrate strong oral and written communication skills
- Work with businesses and outside agencies to create effective partnerships
- Build consensus among diverse educational partners
- Build trusting relationships

Salary

This position will be paid according to the certificated management salary schedule.

- 223 days, 12 months per year
- \$172,780 - \$199,875 annual salary

