

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS DESCRIPTION: DIRECTOR, CAREER/TECHNICAL EDUCATION AND EDUCATIONAL OPTIONS

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Secondary Education, plan, organize, monitor, implement, and support the District's Career Technical Education (CTE), ROP, and Work Experience programs, including California Partnership Academies, Specialized Secondary Programs and career pathways; coordinate the district's Ford-PAS training program and monitor the integration and implementation of Ford-PAS curricula into courses of study; develop and promote partnerships with post-secondary institutions, community agencies and other CTE organizations; oversee and monitor the operation and compliance of district-sponsored charter schools and coordinate the acceptance and review of charter school petitions and renewals; supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, monitor, implement and support the District's Career Technical Education programs, including California Partnership Academies, Specialized Secondary Programs and career pathways.

Develop program budgets and coordinate the development of grant applications in order to maintain current programs and develop new programs.

Monitor all expenditures related to Career Technical Education, e.g., Ag Incentive grants, for compliance with each program's guidelines.

Collaborate with Curriculum/Professional Learning staff to develop and implement integrated CTE curriculum related to improving student achievement and closing the achievement gap.

Coordinate CTE Advisory Committees, as required.

Plan and implement various CTE events and activities to promote students', parents' and community's awareness of District CTE programs and options.

Coordinate district's ROP program, to include the recruitment, hiring, and evaluation of staff, development and monitoring of program options, and oversight of budget to ensure compliance; serve as district ROP liaison to Sacramento County Office of Education.

Coordinate district's Work Experience program, to include recruitment, hiring and evaluation of staff, development and monitoring of program options, and oversight of budget to ensure compliance.

Coordinate the Reserve Officers Training Corps (ROTC).

Maintain current information on state and federal laws to facilitate the Work Experience program and oversee the issuance of student Work Permits.

Develop and coordinate partnerships with labor, business and community organizations to facilitate the development and operation of the District's CTE program.

Coordinate articulation of CTE classes and programs with local community colleges and universities.

Coordinate and expand the district's Ford-PAS training program and monitor the integration and implementation of Ford-PAS curricula into courses of study.

Coordinate Carl Perkins funding to support and improve CTE programs; develop Perkins plan and application for funding; monitor all expenditures of funds; submit annual reports as required by the state.

Complete all district, county, state, and federally required reports in a timely and accurate fashion.

Act as the liaison for, and provide oversight of district charter schools' operations and compliance, and facilitate all charter school oversight reviews.

Act as the liaison to the Sacramento County Office of Education regarding the facilities agreement for the Elk Grove Community Day School.

Serve as the district contact person for all new charter school petitions.

Meet all procedural guidelines and timelines for processing charter school petitions and renewals; prepare all materials regarding Charter Schools for the Board of Education.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions.

Provide technical expertise, information, and assistance to the Associate Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures, and programs to assure an economical, safe, and efficient work environment.

Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs and to resolve issues and conflicts and exchange information; receive and respond to parent/community issues or concerns.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various site and locations to conduct work.

Perform related duties, as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of Career, Technical Education, ROP and Work Experience programs.

District and secondary school organization, operations, policies and objectives.

Oral and written communication skills.

Professional presentation skills.

Principles and practices of administration, supervision, and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, monitor, implement, and support the District's Career, Technical Education Program, ROP, and Work Experience Program.

Supervise the performance of assigned personnel.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

California administrative credential; minimum of four years site management experience; master's degree preferred.