

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS DESCRIPTION: DIRECTOR, CAREER/ TECHNICAL EDUCATION AND COLLEGE READINESS**

#### **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; coordinate the District's college readiness program, with emphasis on A-G completion, Advanced Placement and International Baccalaureate program expansion, college testing, and monitoring and communication of college-related data; oversee Charter School Program.

#### **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

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

Manage, develop, and continuously improve the District's college readiness programs and services

Develop resources and training to promote college and career readiness

Work collaboratively with institutes of higher education to create and disseminate information for middle school and high school communities to build a college and career culture in schools

Provide support to sites to ensure that principals and counselors effectively implement college readiness initiatives at their sites

Coordinate professional development for District staff such as college readiness strategies and support for students and families, college applications, and locating financial aid for post-secondary education and training

Provide increased accountability by capturing and analyzing data to track student success and participation in the college-going culture, while increasing access to A-G college admission requirements and counseling to students and families

Work with District Head Counselor to oversee AVID, Advanced Placement and IB programs, college testing, and college/career fairs

Coordinate District ROTC Programs

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

Oversee Elk Grove Charter School

Monitor all charter schools within Elk Grove Unified School District's jurisdiction

Coordinate the processing and analysis of new charter school applications according to procedural timelines

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.