

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROGRAM ADMINISTRATOR: *Career Technical Education*

Under the direct supervision of the Director of *College and Career Options*, the Program Administrator assists in the management of curriculum and professional learning *related to Career Technical Education (CTE)*; delivers high-quality support to sites; builds capacity of classified and certificated personnel *in support of CTE* throughout the district; provides consistent customer service *and outreach to business and industry partners*; offers differentiated support to meet site needs.

ESSENTIAL FUNCTIONS:

Plan, organize and implement the operation and evaluation of *Career Technical Education* programs and projects.

Oversee and assure compliance of state laws and district materials adoption process including piloting, adoption, purchase, and implementation of *CTE resources*.

Provide coordination, consultation, and program development in the primary area of *CTE*.

Develop, deliver, monitor and evaluate districtwide curriculum and professional learning programs.

Coach, consult with and assist site support teams, principals, instructional coaches, and teachers *in the implementation and monitoring of CTE instruction and projects*.

Plan programs, coordinate curricular resources, and research, evaluate, and report on the effectiveness of programs for students.

Assist with the hiring *and* training of personnel directly assigned to *Career Technical Education*.

Provide technical expertise, information, and assistance to the department director.

Develop and revise *CTE* curriculum standards and benchmarks providing related follow-up professional learning support to all user groups.

Coordinate *CTE-related* curricular, professional learning, coaching, and consultation services to colleagues in departments including, but not limited to, Technology Services, Research and Evaluation, *Curriculum and Professional Learning*, Student Services, Learning Support Services, and *Pre-K/Elementary* and *Secondary* Education.

Review and assist with budget development and staffing recommendations *as they pertain to CTE*.

Represent the Department of *College and Career Options* at professional and district committee meetings and at assigned conferences and workshops.

Operate a variety of office equipment, including a computer and assigned software.

Communicate effectively with other administrators, personnel, and outside organizations to coordinate and streamline activities and programs, resolve issues and conflicts, and exchange information.

Assist with preparing and overseeing grants for *CTE* funding.

Participate in ongoing training to increase expertise, knowledge and qualifications.

Keep well informed about school needs and issues, and maintain open lines of communication from and to schools in order to continuously monitor and update understanding of the expertise, knowledge, and qualifications needed in order to provide consistent, high-quality support.

Align work with the *district's E4 Vision that all students will graduate prepared for college and career.*

Provide feedback, information and support in a timely and courteous manner in ways that help build capacity at the school level and support school needs.

Communicate, cooperate, share and analyze data, and collaboratively plan with other departments in order to provide differentiated support to schools.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- California *CTE Model Curriculum Standards and Frameworks*
- Research regarding children and adults and how they learn
- Curriculum and adoption cycle timelines
- Research and data collection and evaluation methods and procedures
- Professional learning programs and techniques
- Oral and written communication skills
- Applicable laws, codes, policies, regulations, and procedures
- Interpersonal skills of tact, patience, courtesy, and service-orientation
- Record-keeping and report preparation techniques

ABILITY TO:

- Facilitate group decision-making and change
- Assist in the management of a variety of programs including curriculum adoption/ implementation, interventions, grant-funded projects and initiatives, and district-initiated efforts
- Assist with selection of committee members, staff placement, and development
- Maintain current knowledge of program rules, regulations, requirements and restrictions
- Analyze situations accurately and adopt an effective course of action
- Learn District organization, operations, policies and objectives
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Conduct research and compile and verify data
- Prioritize and schedule work

- Plan and organize work
- Maintain records and prepare reports
- Operate standard office equipment including a computer and assigned software
- Maintain consistent, punctual and regular attendance
- Move hands and fingers to operate a computer keyboard
- Hear and speak to exchange information
- See to read a variety of materials

EDUCATION AND EXPERIENCE REQUIRED:

Bachelor's degree and minimum of three years' *experience* teaching *CTE* or *coordinating related programs*.

LICENSES AND OTHER REQUIREMENTS:

Valid CA Teaching Credential

Valid California Class C driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.