

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-CAREER AND EDUCATIONAL OPTIONS

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Secondary Education, plan, organize, monitor, implement, and support the District's career, vocational education, work experience, and supplementary instruction programs including programs for students at risk of retention; provide support for the proper operation of secondary schools; supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, monitor, implement, and support the District's career, vocational education, and supplementary instruction programs including programs for students at risk of retention; plan, coordinate, oversee and support the District's work experience programs.

Collaborate with curriculum and staff development administrators in developing and implementing career education curriculum related to improving student achievement.

Prepare annual project proposals; monitor distribution of funds and oversee program evaluations; participate in budget development and monitoring activities as directed.

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

Serve as post-secondary education articulation liaison with colleges and universities and coordinate related post-secondary education activities, including post-secondary partnerships.

Plan, monitor and provide direction in the District's 7-12 counseling programs; direct the activities of the District Head Counselor.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

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, resolve issues and conflicts and exchange information; receive and respond to parent issues or concerns and make referrals as necessary.

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

Attend and conduct a variety of meetings as assigned; facilitate the District's vocational education advisory committee; serve as a member of the District's management team and secondary council.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of career, vocational education, work experience, and supplementary instruction programs.

Organization, policies and objectives of the District's 7-12 counseling programs.

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

Oral and written communication 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, vocational education, work experience, and supplementary instruction programs including programs for students at risk of retention.

Provide support for the proper operation of secondary schools.

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:

Any combination equivalent to: master's degree and four years of site management experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential, Teaching Credential, Pupil Personnel Services Credential or other appropriate credential.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Drive a vehicle to conduct work.