

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

08/2017	<u>DIRECTOR, CAREER AND TECHNICAL EDUCATION (CTE) AND SUMMER PROGRAMS</u>	3.8.4
Effective Date	Job Title	Index

Primary Function:

Lead, manage, and direct aspects of the District’s Career and Technical Education programs, including postsecondary partnerships and Work-Based Learning services and programs. Provide leadership as related to school reform. Lead and articulate the implementation and maintaining of career and technical related instructional programs in District secondary schools. Manage the logistics, support, and coordination of services for the District’s summer programs.

Supervised By:

Director of Secondary Education, High Schools and/or assigned designee(s)

Essential Functions:

- E-1 Assist with the recruitment, hiring, training, and supervision of the Career and Technical Education Center Principal.
- E-2 Supervises the Carl Perkins grant program, staff, and services; develops the Carl Perkins grant application based on current needs assessments and program evaluations in accordance with state and federal guidelines.
- E-3 Develops Carl Perkins grant budget and approves/monitors expenditures; maintains inventory records of grant-purchased equipment.
- E-4 Oversees collection of student data for program assessment and reporting; compiles and disseminates CTE performance data to school and District staff for use in program evaluation; completes state reports for Carl Perkins grant.
- E-5 Coordinates the career and technical programs with state expectations; directs CTE program of study design and implementation; coordinates state approval for CTE programs of study.
- E-6 Aligns CTE programs and courses to the District’s vision for career/college pathways, accelerated learning, and equitable outcomes for students.
- E-7 Plans and coordinates support services for identified students enrolled in state-approved Career Technical Education programs.
- E-8 Manages the District curriculum frameworks in the area of career and technical education; works with curriculum staff and CTE staff to develop planned course statements for CTE courses.
- E-9 Oversees staff development activities relating to curriculum, instruction and assessment.
- E-10 Promotes training opportunities for staff and students in partnership with the business/employer community, including relevant internships for teachers, help teachers and personnel improve student achievement.
- E-11 Liaison between secondary post-secondary partners related to CTE program alignment and articulation.
- E-12 Promotes business, industry and community partnerships in support of Career Technical Education programs, including implementation and participation in District CTE program advisory committees.
- E-13 Facilitates the development of District policies and procedures related to work-based and school-based learning experiences and program development.
- E-14 Works together with District support departments in assessing program quality and needs, including staffing, facilities, equipment, and budget development.

- E-15 Participates in District, regional and statewide planning for Career Technical Education and school-to-career programs.
- E-16 Prepares short and long-range plans for Career Technical Education program development to assure alignment with workforce needs; Initiate, improve, expand, and modernize career and technical education programs.
- E-17 Attracts a qualified applicant pool to fill CTE teaching positions; Evaluates qualifications of applicants for Career Technical Education positions as requested by principals and other supervisors; confers with teachers on CTE licensure; convenes and facilitates CTE instructor appraisal licensure committees.
- E-18 In collaboration with support departments, establishes and communicates processes and timelines for Summer Program planning.
- E-19 Manages the master summer program schedule working closely with facilities to determine availability of school sites.
- E-20 Serves as liaison between school and departmental staff, as well as external program sponsoring organizations to ensure quality of communication, clear expectations, and positive relationships.
- E-21 Seeks additional resources through private, state and federal grants to support Career Technical Education programs; develops and monitors associated budgets.

Additional Functions

- A-01 Perform other duties as assigned.

Minimum Qualifications:

- a. Master’s Degree or equivalent training.
- b. Current and valid Oregon Administrative license.
- c. Three or more years of administrative experience or prior experience working with career technical education or school-to-work programs.
- d. Must have the ability to drive to different sites within the District.

Work Environment

Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. Subject to frequent loud noises in the environment.

Physical Requirements

Frequent reaching, handling, fingering, talking, and hearing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period and/or frequently move from sitting position to standing, walking, stooping and kneeling. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Minimum Term of Employment:

12 months

Salary Level:

Placement on the Salem-Keizer Public Schools Administrator Salary Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the District's process for Evaluation of Administrator Personnel.

I am willing and able to perform the duties of this job:

Signature: _____

Date _____

Print Name: _____