

Sacramento County Office of Education Job Description

Classification Title: Director I, Career Technical Education

DEFINITION

Under general direction, plans, organizes and implements programs and professional development related to Career Technical Education (CTE); performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate administrator

SUPERVISION OVER

Professional, technical, and clerical staff as assigned.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Provides leadership to statewide and regional networks for Career Technical Education; develops professional and responsive programs to meet future area economic and workforce needs; assists district staff in the development and implementation of College and Career pathways and promotes continuous improvement of the pathways through alignment of standards, curricula, assessments, professional development, and support for districts; plans, designs, implements, and delivers professional development training programs for CTE teachers, administrators and counselors; supports the development of a system of data collection activities, to evaluate pathway and system performance; initiates activities necessary for the coordination and articulation of programs and services between and among secondary and post-secondary institutions; promotes program equity by implementing strategies of non-bias in student recruitment and retention; develops and supports partnerships and agreements among local entities such as secondary schools, post-secondary institutions, local workforce investment boards, and business and industry organizations; supervises and evaluates assigned staff; develops recommended budget for areas of responsibility and monitors allocation of resources; maintains current knowledge of state, federal and private CTE funding sources, research, trends, and practices in career technical, and secondary education; participates in meetings, workshops and statewide organizations for the purpose of gathering information and conveying that information to appropriate staff and partners; and performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California administrative services credential required and Master's degree in school administration, supervision, or curriculum preferred; demonstrated successful administrative experience including development and administration of departmental budgets and staff supervision required; experience building 7-14 career pathways, integrating academic content into Career Technical Education, and building successful partnerships with business and industry, community agencies, K-12 schools and higher education desired.

Knowledge of:

Common Core state standards and curriculum frameworks, high school courses of study, college coursework and career options; current research trends in career technical education; best practices related to matters of policy, personnel management, and student services; integration and use of technology in the delivery of instruction; principles and best practices related to educational data collection and data-driven decision making.

Skill and Ability to:

Provide positive leadership; engage staff and stakeholders in collaboration, team participation, creative problem-solving, conflict resolution, and group planning; develop measurable goals and objectives, set pri-

orities, monitor expenditures and evaluate progress toward achievement; organize and prioritize work; exercise a high degree of judgment and utilize various strategies in working with a variety of people; model strong interpersonal skills necessary to work cooperatively and effectively with individuals and groups from diverse backgrounds; communicate effectively in oral and written form; plan, develop, and conduct staff development activities and training programs; effectively transmit knowledge and skill to staff; supervise and manage the work activities of a diverse staff.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation with mileage reimbursed and willingness to travel within the state as required.

8/2021