

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR I - CAREER TECHNICAL EDUCATION

BASIC FUNCTION:

Under the direction of the Chief Academic Officer, plans, organizes and directs Career Technical Education (CTE) programs; provides support and resources for school districts, County Office Alternative Schools Department and staff members; directs program development and coordination of activities for districts; manages the various aspects of the Direct Support Professional Program (DSP); supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes and directs CTE programs for school districts, County Office Alternative Schools Department and staff members; provides CTE assistance to local business partners; develops and supports business and education partnerships; provides goals and direction to oversee objectives of CTE in a strategic action plan for the County Office.

Plans, conducts and directs program development and coordination activities; promotes seamless career pathways in compliance with academic and career technical standards; participates in developing programs of study.

Plans, delivers and provides professional development for CTE teachers, administrators, programs and project-based learning; assists in assessing needs for CTE staff development in major program components as required for CTE programs.

Coordinates the curriculum development process; assures curriculum meets State and industry CTE standards; integrates appropriate academic standards.

Manages the implementation of career technical education goals, objectives, policies and priorities for assigned program; allocates resources according to established procedures.

Oversees the activities and operations of the DSP providing training for caretakers that work in facilities housing developmentally disabled patients.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; provides professional development to educators in career technical education, contextual learning instructional strategies and work-based learning; provides or coordinates staff training.

Provides technical expertise, information and assistance to the Chief Academic Officer regarding CTE programs and related activities; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Plans, organizes and implements long and short-term programs and activities designed to develop programs and services; participates in continuous improvement evaluation of CTE programs and makes recommendations as appropriate.

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

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; serves as liaison between school districts, county offices and other outside agencies; receives and responds to difficult and sensitive inquiries and complaints.

Develops and prepares the annual preliminary budget for CTE; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; forecasts funds needed for staffing, equipment, materials and supplies.

Operates a computer and assigned software programs; operate other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned; serves on assigned CTE committees, commissions and/or boards.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of CTE programs and delivery systems.

CTE pathway and foundation standards.

CTE programs and delivery systems.

Career pathway development concepts.

Economic development and local labor market.

Cooperative, community classroom and internships for students and teachers.

Budget preparation and control.

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 and direct CTE programs for school districts, County Office Alternative Schools Department and staff members.

Conduct and direct program development and coordination activities.

Oversee the activities and operations of the DSP.

Direct and evaluate the performance of assigned staff.

- 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 timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in education or related field and five (5) years increasingly responsible career technical education leadership experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid Administrative Credential
- Valid California Elementary or Secondary Teaching Credential
- Valid California driver's license

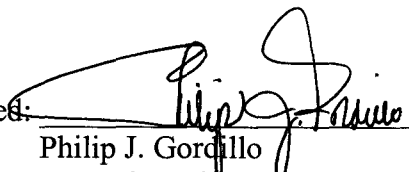
WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials

Approved:  _____ 7/01/2011
Philip J. Gordillo Date
Executive Director of Human Resources