



Certificated Management Job Description
Director of Career Technical Education (CTE) and State / Federal Programs
NJUHSD Board Approved: May 8, 2019

Position Title:	Director of Career Technical Education (CTE) and State / Federal Programs
Contract Term:	215 contract days
Salary Schedule:	10

GENERAL DEFINITION:

Under the general direction of the Assistant Superintendent, the Director of Career Technical Education (CTE) and State / Federal Programs serves as the Nevada Joint Union High School District's administrator for the CTE programs and various state and federal categorical programs.

UNDER SUPERVISION OF:

Assistant Superintendent

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Oversees all aspects of the CTE Program, including guidelines on compliance with state and federal related CTE programs, grants, and awards.
2. Implements policies and procedures related to CTE, including curriculum, special population services, Carl Perkins legislation, and available support services within/outside the schools.
3. Plans for the development of CTE programs in alignment with the District's vision.
4. Participates in the establishment of advisory committees and works with these committees in the development and improvement of programs.
5. Assists in the selection, employment and professional development of CTE certificated personnel in the schools (includes employment interviews, classroom visits and in-service trainings).
6. Oversees the alignment of College and Career Anchor Standards with CTE courses/pathways.
7. Reviews, recommends and provides guidance in the selection and use of instructional materials as aligned with the College and Career Anchor Standards.
8. Initiates, arranges and facilitates professional development for CTE teachers.
9. Lead, oversees, and facilitates grant writing, data reports and the development of partnerships/internships with the community, business and industry in the region.
10. Participates within the community to develop positive public relations and maintain a working relationship with industry and business leaders.
11. Evaluates, monitors and maintains direct communications with the District's Business Services Department in regards to the District's request for new programs or program expansion, additional program resources or supplies, and approval of purchase order requests for the improvement and development of current instructional programs.
12. Develops program budgets and coordinates the development of grant applications in order to maintain current programs and develop new programs.
13. Monitors expenditures related to CTE for compliance with each program's guidelines.
14. Assists site principals in preparing CTE budgets and allocating CTE funds.
15. Collaborates with curriculum/professional learning staff to develop and implement CTE curriculum related to improving student achievement and closing the achievement gap.
16. Plans and implements various CTE events and activities to promote students', parents' and the community's awareness of district CTE programs and options.

17. Facilitates CTE students with transitions from year one to completion of a designated CTE Pathway.
18. Collaborates with counselors on the CTE registration and class selection process.
19. Coordinates articulation of CTE classes and programs with local community colleges and universities.
20. Oversees the district's implementation, operation, and compliance related to various state and federal categorical programs targeted to instructional supports and supplemental services for specific student populations and/or cohorts.
21. Supervises and analyzes the District's participation and operation of state and federal categorical programs along with completion of required state and federal reporting / compliance records and/or reports.
22. Provides support to school sites along with training to site administration and teachers to develop, administer and operate state and federal programs according to statute and/or regulations.
24. Conducts program evaluations using current research methodologies and best practices.
27. Prepares and maintains a variety of narrative and statistical reports, records and files.
28. Oversee, directs, and evaluates classified administrative personnel assigned to assist the position and its duties accordingly.
29. Attends regional network meetings and trainings pertinent to district responsibilities.
30. Assists in maintaining compliance of district programs with state and federal laws.
31. Presents reports and makes recommendations to the administration on policy, curriculum and achievement data as requested by the Board of Trustees, Superintendent, Assistant Superintendent, Director of Pupil Services, or Director of Technology and Information Systems.
32. Makes presentations to professional organizations and community groups as requested.
33. Coordinates and performs additional administrative assignments, as necessary.
34. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Possession of a valid California Administrative Credential and valid California Teaching Credential; minimum of three years of classroom teaching experience; previous administrative experience demonstrating successful leadership and administration in the areas of CTE and categorical programs.

CERTIFICATES AND LICENSES:

California Administrative Services Credential and teaching credential. Valid California driver's license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

REASONING ABILITY:

Ability to independently problem-solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies. Ability to prioritize and coordinate workflow and timelines for self and others. Ability to establish and maintain effective work relationships when contacted in the performance of required duties. Ability to use computer equipment and related software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is almost continuously required to sit, talk, or hear. The employee is occasionally required to walk and stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Some driving is required. Frequent writing is required. Some extended hours and multiple demands from several people are frequently required of the employ.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment may be loud. The employee is often interacting with the public, staff and students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.