

# Sweetwater Union High School District

## DIRECTOR OF COLLEGE AND CAREER READINESS

### Purpose Statement

The job of Director of College and Career Readiness, under general direction of Executive Director of Curriculum and Instruction, plans, organizes, controls and directs district-wide college and career technical education; direct school reform efforts to improve student achievement throughout the District; manage responsibilities within the designated areas of college and career readiness; serves as a liaison to the Adult Schools and 7-12 schools; ensure the district's college and career education programs in conformance with District and state objectives; oversee the preparation of all students for college and career.

### Essential Functions

- Provide support and supervision to school sites in the coordination of career and college readiness programs including, but not limited to Avid, Advanced Placement, International Baccalaureate, Compact for Success, Afterschool Programs, California Partnership Academies, STEM/STEAM based programs, site counselors, and student support services.
- Collaborate and support district's grants and communications office in actively seeking and preparing grants and other potential funding source opportunities to support college and career readiness.
- Provide direct support and instructional leadership to school sites for career technical education, school site career readiness programs, internships and services at high schools and middle schools.
- Provide administrative leadership in the development and implementation of designated function areas.
- Develop and maintain budget for college and career readiness programs.
- Develop dual enrollment opportunities for both comprehensive school site and alternative education students for credit earning options in community college articulated courses as well as work-based programs.
- Serve as liaison to higher education partners, business and industry partners, Community Based/NGO nonprofit partners and local government partners.
- Review existing and pending legislation related to local, state and federal guidelines as it relates to assigned areas.
- Actively assist in the development of school site career readiness and preparation plans in accordance with City, State and Federal employment trends.
- Provide increased accountability by capturing, analyzing and presenting data to track students' progress and success. (college attendance, readiness and persistence, AP, IB, concurrent community college, AVID and CTE enrollment, Financial Aid/FAFSA completion, Internship, CTE Pathways, Industry Certification, and Apprenticeship completion)
- Support college readiness assessment programs including, but not limited to diagnostic data such as PLAN, EXPLORE, ACT, SAT, PSAT, readistep, EAP, ELM, EPT, and Accuplacer.
- Plan, coordinate, and support both district and school site career and college fairs.
- Supervises and evaluated instructional and classified staff to ensure quality in the instructional program.
- Identifies and evaluates the program's' facility and needs district wide.
- Collaborates with others (e.g., county personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintain services and/or programs.
- Provides instructional support and development of CTE courses, sequences and programs.

- Provide professional development for teachers, counselors, administrators, and partnering university, college, community based organizations and classified staff on college/career awareness, career preparation and academic integration.
- Provide and expand support for Career Readiness partners, including program advisory councils, local businesses, post-secondary partners, apprenticeship/internship councils, community based organizations, city and county municipalities, students, teachers, and parents.
- Assists in the development of long-and short-range plans, programs, and annual budgets for the purpose of ensuring the county resources are effectively utilized.
- Communicate with other administrators, personnel and outside organizations/government agencies to coordinate activities and programs, resolve issues and exchange information; develop policies and procedures to encourage effective and efficient management control.
- Establish, review and revise college and career readiness programs and services as they relate to district policies and procedures.
- Attend and conduct a variety of meetings assigned, establish and maintain relationships/memberships with local, state, and federal agencies and associations to remain current on programs and issues that affect the assigned programs.

#### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings.

KNOWLEDGE is required to review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent federal, state and local laws and regulations; budget preparation; business telephone etiquette; and knowledge of legislation specific to assigned programs, applicable sections of State Education Code, and other applicable laws.

ABILITY is required to organize a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and develop and implement relevant training programs. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; work well independently as well as part of a team; and working with detailed information/data.

##### **Responsibility**

Responsibilities include: communications and interactions with contractors, vendors, community agencies, and regulatory agencies; working independently under broad organizational guidelines to achieve unit objectives; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job functions. There is a continual opportunity to significantly impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

**Education/Experience**

Master's degree from an accredited college or university with major course work in education, Pupil Personnel Services Credential preferred. Three years of successful secondary teaching experience and/or school counseling and five years high school Administrative experience required.

**Required Testing**

None Specified

**Certificates Preferred**

Valid California Driver's License

Administrative Credential (preferred)

**Continuing Education/Training**

None Specified

**Clearances**

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410.*

**Management Job Description**

Adopted by BOT 11/20/14

**Salary Range 1**