

Sweetwater Union High School District

DIRECTOR OF CAREER TECHNICAL EDUCATION

Purpose Statement

The job of Director of Career Technical Education is done for the purpose/s of implementing and maintaining the district's career and technical education programs in conformance with District and state objectives; developing new career and technical education programs based on community needs and labor market; serving as a resource to schools and District personnel, and other departments; and maintaining adequate staffing to ensure that objectives of programs and services are achieved within budget guidelines.

Essential Functions

- Coordinates operations districtwide for the purpose of ensuring district Career and Technical Education program objectives are achieved and resources are effectively utilized.
- Develops proposals, new programs, and budgets for the purpose of improving student achievement in the Career and Technical Education programs and meeting District goals.
- Evaluates programs and/or projects for the purpose of carrying out and achieving objectives within area of responsibility.
- Manages a wide variety of assigned programs for the purpose of ensuring district compliance with state, federal and/or county regulations.
- Monitors fund balances of Career and Technical Education programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Researches a variety of information (e.g. current practices, instructional materials, methods, curriculum guidelines, etc.) for the purpose of developing new programs and/or master plans.
- Collaborates with others (e.g. district personnel, other districts' personnel, community organizations, etc.) for the purpose of implementing and /or maintaining services or programs.
- Compiles data from a variety of sources for the purpose of developing and/or evaluating special sessions programs and/or complying with financial, legal and/or administrative requirements.
- Composes a wide variety of documents in written and electronic formats (e.g. reports, memos, letters, policies, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Facilitates meetings, processes, etc. for the purpose of implementing and maintaining Career and Technical Education programs and services which achieve district's desired objectives.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

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, 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: adhering to safety practices; performing standard bookkeeping; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to oversee departmental budget; 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: principles of instructional program development; curriculum design; relevant local, state and federal regulations; business telephone etiquette; instructional program development; age appropriate activities; safety practices and procedures; and conflict resolution.

ABILITY is required to organize a number of activities, meetings, and/or events; often 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; work with data utilizing defined but different processes; and operate equipment using a variety of 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 problem solving with equipment is significant. 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; and working as part of a team.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Education/Experience

Master's degree from an accredited college or university with major course work in education. Three years of successful secondary teaching experience. Administrative experience is desirable.

Required Testing

None Specified

Certificates & Licenses

California Teaching Certificate
California Administrative Services Credential.

Continuing Educ./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