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<b>Position:</b>	Director, Career Technical Education (CTE) Grant Programs	<b>FLSA:</b>	Exempt
<b>Department:</b>	Curriculum, Instruction and Accountability	<b>Salary Grade:</b>	Appropriate Placement
<b>Reports to/Evaluated by:</b>	Assistant Superintendent, Curriculum Instruction	<b>Salary Schedule:</b>	Administrative Management

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**SUMMARY**

To provide leadership in developing and implementing plans and activities for the District’s Career Technical Education (CTE) grant programs. Coordinates grant activities with other departments, outside agencies, and the general public.

**DISTINGUISHING CHARACTERISTICS**

This is a management level position responsible for implementing and monitoring the deployment of CTE grant initiatives. This is a certificated management position with advancement potential within the area of specialization.

**ESSENTIAL TYPES OF DUTIES**

- Assist school sites in the development and deployment of counseling and guidance systems for students in CTE pathway courses.
- Provide leadership in the creation, implementation, review, and revision of the CTE grant pathways.
- Develop and implement CTE courses/programs that are in compliance with grant regulations and requirements as well as Clovis Unified School District policy.
- Work with school sites and CTE teachers to develop and implement a curriculum aligned to both CTE and California Content Standards in occupational fields identified in grant pathways.
- Support the access to entry level vocational skill training which may lead to work study opportunities including community classroom.
- Work with school site leadership to recruit students through interpersonal relations with students, parents, and site administrators.
- Monitor enrollment, attendance, and grade reporting in accordance with District and grant regulations, requirements, policies, and procedures.
- Establish working and actual annual budgets in accordance District and grant regulations and requirements.
- Monitor all expenditures from grant accounts.

- Recruit, train, supervise and evaluate qualified staff, i.e., classified and certificated employees.
- Participate in CTE management meetings as required/necessary.
- Provide liaison services between CTE grant pathways and Community College Districts.
- Coordinate and provide support for 7-12 CTE grant career pathways implementation.
- Perform any other duties as assigned by the Director Induction and CTE.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires a thorough knowledge of District policies and procedures and the applicable sections of California Education Code and other laws applicable to implement Career Technical Education programs. Must have a good knowledge of District organization, operations, policies and objectives. Applicants must have good record keeping and general office skills. Requires strong communication skills including ability to coalesce individuals around a common goal.

**Abilities:** Requires the ability to perform all of the essential duties of the position with efficiency and effectiveness with only general supervision. Applicants must be able to assist parents and students in establishing and completing an articulated CTE pathway. Applicants must be able to work with increasingly complicated situations in dealing with student and parent issues. Applicants must be able to communicate effectively in a wide range of settings, often requiring tact, diplomacy and persuasion to achieve results. Applicants must be able to prepare routine records, reports and correspondence. Requires the ability to plan and prioritize work in order to meet schedules and timelines. Applicants must have good arm, hand, and finger dexterity in order to operate keyboard and other office equipment. Applicants must have the ability to create spreadsheets, using excel. Applicants must possess the visual acuity to read words and numbers, speech and hearing to communicate in person or over the phone.

**Education and Experience:** Applicants must have experience in administration of CTE academic programs; including a minimum of two (2) years experience working with community and social services organizations and a minimum of two (2) years working directly with school age children.

**License and Certification:** Requires a California Administrative Credential.