

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Director, College, Career and Technical Education	<b>REPORTS TO:</b>	High School Resources Officer
<b>DEPARTMENT:</b>	College, Career and Technical Education	<b>CLASSIFICATION:</b>	Certificated Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	034 AASD
<b>REVISED:</b>	April 29, 2014		

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### **BASIC FUNCTION:**

Implement and support the District's Mission Statement of preparing all students for college and career. Provide leadership and vision for the Office of College, Career and Technical Education. Plan, organize, control and direct district-wide career technical education and JROTC programs; direct school reform efforts to improve student achievement throughout the District; implement student workplace learning experiences and internships; provide leadership for Multiple Pathways implementation, provides leadership to the Metro area of the San Diego County Regional Occupational Program; supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

Provide direct support and instructional leadership to school sites for career technical education and JROTC. *E*

Plan, organize, control and direct career technical education programs, including the fifteen state-identified industry sectors and other related programs; promote the integration of academic and career technical education curricula; implement state adopted standards, including academic subject areas and career technical education. *E*

Implement State model curriculum standards and program framework into District career technical programs; promote industry specific curriculum according to established procedures and State standards. *E*

Plan, organize, control and direct military science/JROTC program throughout the district. *E*

Plan, organize and implement long and short-term goals of the department, division, district, as well as state and federal government. *E*

Communicate with other administrators, personnel and outside organizations/government agencies to coordinate activities and programs, resolve issues/conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Manage and direct the preparation and maintenance of detailed records of department functions and expenditures. *E*

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training programs in internal auditing programs, analyses and related functions; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*

Provide technical expertise, information and assistance to the High School Support Officer; assist in the formulation and development of policies, procedures and programs; advise the High School Support Officer of problems and recommend appropriate corrective action. *E*

Direct the preparation and maintenance of a variety of narrative, statistical and financial reports, records and files related to assigned duties and personnel. *E*

Develop and prepare the annual preliminary budget for the Office of College, Career and Technical

Education; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established policies and procedures. *E*

Operate a computer and assigned software programs; operate other office equipment as needed. *E*

Review existing and pending legislation related to local, state and federal guidelines. *E*

Review district career technical education and JROTC programs and services as they relate to district policies and procedures. *E*

Recommend origination, modification, or support of legislative measures. *E*

Review appropriate legislation to assure District compliance with laws and procedures related to fiscal processes and make recommendations on changes which may result in more efficient operation of the District; recommend waivers if needed. *E*

Administer credentialing for designated subjects credential holders. *E*

Seek, develop, implement and monitor grant funding for career technical education programs. *E*

Attend and conduct a variety of meetings as assigned; establish and maintain relationships/membership with local, state, and federal agencies and associations to remain current on programs and issues that affect the Office of College, Career and Technical Education and JROTC as they relate to other department programs and services; present reports and initial findings. *E*

Perform related duties as assigned. *E*

**EDUCATION AND EXPERIENCE:**

A combination of training, experience and/or education equivalent to master's degree in education or closely related field and five years supervisory or administrative experience in a specific instructional program or related activity.

**LICENSES AND OTHER REQUIREMENTS:**

Administrative Services Credential K-12.  
Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, direction and implementation of procedural guidelines and District-wide career technical education and JROTC programs.

Organizational development principles and practices.

Techniques and strategies for managing a large, diverse organization.

District curriculum and school instructional programs.

Multiple pathways, postsecondary planning, university entrance requirements, counseling, master schedule, school site leadership, strong instructional practices, integrated curriculum development, and project-based learning.

High school reform models, small learning communities/academies, instructional intervention models, and support for students with special needs.

Grant writing, management and evaluation.

Principles and techniques of 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 administer a District-wide career technical education and JROTC program.
- Train and evaluate the performance of assigned staff.
- Review existing and pending legislation related to procedural guidelines and the District career technical education and JROTC programs and recommend origination, modification, or support of legislative measures.
- Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Act as spokesperson for career and technical education and JROTC.
- Administer credentialing and professional development for designated subjects credential holders.
- Seek, develop, implement and monitor grant funding for the Office of College, Career and Technical Education.
- 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 time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment.
- Driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

- Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.

Job Code 1182  
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