

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Program Manager, School-to-Career	REPORTS TO:	Director, College, Career and Technical Education
DEPARTMENT:	College, Career and Technical Education	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	028 AASD
REVISED:	April 10, 2006		

BASIC FUNCTION:

Plan, organize, and manage program planning, implementation, and improvement of instruction in career technical education and in core academic subject areas; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Provide leadership in the area of career technical education for curriculum development, integration of technology, implementation of State model curriculum standards and program frameworks, coordination of program planning and evaluation with District staff and local business and industry advisory committees, development of industry/education partnerships, articulation of District instructional programs with community colleges, state universities, four-year institutions and instructional material development. *E*

Provide leadership and technical expertise to establish, implement and evaluate small schools, smaller learning communities and academies in the area of career technical education. *E*

Provide leadership and facilitate professional development to support small schools, smaller learning communities and academies through interdisciplinary project-based instruction and standards mapping in conjunction with the content area curriculum directors. *E*

Collaborate with managers in other curriculum areas to assure an articulated instructional program which includes District priorities, critical thinking skills, teaching strategies to meet the diverse learning styles of students, reinforcement of basic skills, literacy, and increased expectations for students. *E*

Supervise assigned programs and services for the Metro area of the San Diego County ROP and District career technical education programs, including development of new courses and programs, preparation of annual continuing course proposals, curriculum development, job market analyses, and obtaining and coordinating work place learning activities. *E*

Develop and monitor budgets, monitoring expenditure of District and categorical funds, development, implementation and supervision of post and bid process for ROP teacher placement, and assignment of ROP teachers in accordance with current contracts. *E*

Provide coordination to off-campus staff and programs and emergency supervisory services to school programs as needed. *E*

Plan, coordinate and promote excellence among teaching and support staff through appropriate professional development opportunities, such as conferences, research, workshops and meetings. *E*

Serve as liaison between the school district and community groups, governmental organizations, and business/industry. *E*

Serve on state-wide committees, panels and/or task forces representing the District. *E*

Respond to questions from the community or District staff regarding programs, methods, materials, equipment and facilities appropriate to assigned areas. *E*

Provide leadership and technical expertise to establish, evaluate and update specifications for the modernization of existing classrooms and labs; work with District architects and planners to establish specifications for new facilities, which reflect latest educational technical advances. *E*

Serve as acting director in the absence of the director. *E*

Direct and implement subject area safety activities; gather and analyze accident data and disseminate safety information to school sites as assigned. *E*

Develop and supervise on-going safety in-service programs for assigned staff. *E*

Coordinate with the District risk management and safety office to assure facilities being used by students are safe and meet appropriate state and local standards. *E*

Serve as District resource in assigned program areas, assisting magnet centers and individual school sites with program development, innovation, and adaptations to meet site restructuring and pupil instructional needs. *E*

Develop, edit, and supervise the submission of Board reports and related documents. *E*

Collaborate with the director of literacy to develop strategies to infuse reading and literacy programs into courses and programs with School-to-Career and career technical education courses. *E*

Supervise the selection and purchase of appropriate instructional materials. *E*

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services. *E*

Direct the preparation and maintenance of detailed records of department functions and activities. *E*

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training programs for school-to-career and related activities; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*

Provide technical expertise, information and assistance to District leadership regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise leadership of unusual trends or problems and recommend appropriate corrective action. *E*

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

Develop and prepare assigned annual preliminary budgets; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

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

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in education or related field and three years of progressively responsible educational leadership in appropriate curriculum areas.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential and/or Designated Subjects Supervision and Coordination Credential.
Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District curriculum and instructional program.
- 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:

- Provide leadership and direction to assigned educational areas.
- Train and evaluate the performance of assigned staff.
- Review existing and pending legislation related to procedural guidelines and the District School-to-Career program 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.
- 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.

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.

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