



Job Title: **Director of Career and Technical Education and 21st Century Workforce**

Department: **Career and Technical Education**

Supervisor: **Superintendent and Deputy Supt. Student Achievement**

Lane Placement: **Administrative Lane 6**

Schedule: **8 hrs / 242 days** Evaluation Group: **CLASS**

FSLA Classification: **Exempt**

JOB DESCRIPTION

The Director of Career and Technical Education and 21st Century Workforce Readiness is responsible for the planning, implementation and coordination of all career and technical education programs within the district, for the programs at the Canyons Technical Center, for apprenticeship programs with employers, and career and college pathway programs linked to Utah institutions of higher education that lead students to high skill, high wage jobs of the future. The Director will work in cooperation with the Directors of K-16 Student Achievement (Middle School and High School) and serve as a resource to principals, guidance counselors, and parents. He/she will provide indirect leadership to the CTE coordinators housed in the four comprehensive high schools and will work cooperatively with the Directors of Curriculum and Research-Based Instruction in designing and evaluating programs, as well as designing and implementing professional development for CTE teachers and coordinators.

ESSENTIAL FUNCTIONS

- Under the direction of the Superintendent and Deputy Superintendent for Student Achievement, provide leadership and direction to the principals of the comprehensive high schools and the Technical Center, middle and high school guidance counselors, and CTE teachers and staff to ensure that all CTE programs and activities provide participating students with the skills necessary to work in high skill, high wage jobs and enter postsecondary education.
- Assist, under the direction of the Deputy Superintendent for Student Achievement and the Directors of K-16 Student Achievement, those district administrators who prepare materials and reports, present reports, make recommendations and respond to requests from the Board of Education.
- Provide leadership and direction to ensure that operation and activities of the Technical Center, employer apprenticeship programs, and career and college pathways comply with Board goals, policies and guidelines.
- Interpret and disseminate information to the district administration, employees, community or media concerning career and technical education activities and to respond to their concerns as required.
- Provide professional leadership for community, business and industrial groups to utilize community and parent volunteers and assist in planning and developing activities for information dissemination and needs assessment review.
- Support Human Resources in the employment, assignment and dismissal of personnel and assist in the interpretation of personnel policies and the designation of salary and other benefits for CTE personnel at the District and special program schools.
- Administer personnel policies and procedures by assigning, evaluating, supervising and utilizing classified employees and assist in the administration of personnel policies at the special program schools.

- Assist in funding, planning and directing career and technology education and special program school in-service and staff development programs as requested.
- Project financial revenue to assure that budget recommendations are developed, monitor budget allocation, and prepare financial reports for the special program schools.
- Authorize the expenditure of State CTE add-on monies, State set aside monies and Federal categorical monies in support of career and technical education.
- Assist in planning and management of physical facilities and acquisition and maintenance of equipment, machines, miscellaneous tools and supplies utilized or shared by career and technical education personnel and/or the special program schools.
- In conjunction with the Department of Curriculum and Research –Based Instruction, as well as with the Office of Postsecondary Access and Success, assist in determining educational needs and priorities of career and technical education and special program schools and make recommendations regarding the development of appropriate curriculum, instructional programs and/or procedures.
- Assist in the implementation, monitoring and evaluation of career and technical education and special programs and projects.
- Cooperate in management of district, State and Federal career and technical education programs and projects and special school programs and projects.
- Assure that CTE and special program schools' record-keeping procedures and reporting of student progress are in compliance with State and Federal guidelines.
- Act as liaison officer with advisory committees, community agencies, other businesses and industrial groups that have a vested interest in career and technical training programs and programs at special program schools.
- Support the development of appropriate career and technical education health and safety procedures and assist in implementation of these procedures for the benefit of students and employees.
- Function as district liaison to the State Office of Education in all matters pertaining to career and technical education and to special program schools.
- Monitor district, State and Federal policies and regulations governing career and technical education and special program schools to ensure compliance.
- In conjunction with the Department of Curriculum and Research-Based Instruction, evaluate the effectiveness of CTE programs, and engage in short and long-range planning procedures to improve specified CTE outcomes.
- In conjunction with the Office of Postsecondary Access and Success, and under the direction of the Superintendent and Deputy Superintendent for Student Achievement, ensure that district CTE programs are operated consistent with district policies and procedures regarding the direction, scope, and focus of the district's concurrent enrollment program.
- Keep current in all appropriate areas of professional development and represent the district in appropriate professional organizations on the State, regional and nation level.
- Under the direction of the Superintendent, develop and implement rigorous workforce-and college preparation pathways in partnership with Utah institutions of higher education.
- Predictable and reliable attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires a bachelor's degree and a master's degree in K-12 education, higher education, business, instructional technology, or related field. Verification may be required.
- Requires a minimum of five years teaching experience.
- Requires a current Utah teaching certificate.
- Must hold CTE endorsement or have the ability to obtain such within a reasonable period of time.
- Must hold a current Utah Administrative/Supervisory License or have such license completed by July 2009.
- Requires ability to manage people and programs in a supportive and cost effective manner.
- Knowledge of federal and state legislation and administrative rules governing CTE (Perkins, etc.) required.
- Successful and relevant prior experience developing and managing budgets and academic programs required.
- Requires outstanding interpersonal skills, the ability to work well with a variety of stakeholders and patrons, ability to work in a team environment, and unrelenting focus on customer service.
- Must have advanced written and verbal communication skills, as well as excellent computer skills with Microsoft Word applications (e.g. Word, Excel, PowerPoint, etc.) and financial application software.
- Significant experience working with college preparation programs, workforce training programs, and institutions of higher education strongly preferred.
- Significant managerial experience, including the supervision of employees and staff, strongly preferred.
- Accuracy and confidentiality are critically important.
- Must have outstanding organization and initiative, and a professional, courteous demeanor suitable for working at the executive level and interacting with patrons and customers.
- Must possess passion for, and commitment to, rigorous curriculum for all students, and a desire to help all students prepare for postsecondary education.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 11/01/2019