

DIRECTOR, CAREER & TECHNICAL EDUCATION/PROGRAM DEVELOPMENT

JOB DESCRIPTION:

Provide career and technical education programs for the students attending Independence, Adult Education, Amador, and Argonaut High Schools. Administer all aspects of the career and technical programs offered through the Amador Unified School District Adult Education Program and Comprehensive High Schools. Duties include: curriculum development; supervision of staff; coordination of enrollments; coordination of transportation; development of budgets; helps coordinate development and administration of Federal Carl Perkins grant; and serving as a liaison between the District, the business community and institutions of higher education.

REPORTS TO: Assistant Superintendent Curriculum, Instruction & Staff Development

MAJOR DUTIES AND RESPONSIBILITIES:

- Assist with all aspects of AEBG and CTE programs and services
- Assist in hiring and supervising teaching and support staff
- Collaborate on budget development for CTE operations
- Write, implement and administer the Federal Perkins grant
- Provide information as needed to the US and CA Departments of Education and CA Community College Chancellor's Office
- Coordinate CTE activities, schedules and programs with the schools
- Participate in the development, adoption and implementation of curricula for CTE programs
- Collaborate with the guidance departments to provide career planning activities
- Market CTE and Adult Education programs to all students
- Facilitate technology integration, communication and training for students, staff, and community and business leaders.
- Represent the CTE as a member of appropriate state and regional educational organizations such as AEBG, CAERC, CALCP and CAROCP
- Interface with post-secondary institutions to coordinate programs, develop articulation agreements, implement dual credit opportunities and expand the opportunities for all learners
- Serve as a member of the ACUSD High School and ACUSD Adult Ed administrative team and provide support and assistance to the other members of the team as needed
- Other duties as required

QUALIFICATIONS AND REQUIREMENTS:

Training and/or Education:

Master's Degree or higher from an accredited university

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Experience:

Demonstrated ability in secondary school instruction and curriculum development
Demonstrated ability as an administrator

Licenses or Certification:

California Administrative Services Credential

PAY RANGE AND WORK DAYS:

Level V of the Administrative Salary Schedule, 212 days.