



## **DIRECTOR I – COLLEGE AND CAREER PROGRAMS**

Certificated Job Description

### **IMMEDIATE SUPERVISOR:**

Administrator of Professional Learning and Student Support

### **ESSENTIAL FUNCTIONS:**

1. Collaborate with site and district administrators in school districts and other agencies.
2. Successfully align, engage, and support the intersegmental work of K16+ educational partners and community resources to meet high priority and emerging industry sector local and regional workforce needs.
3. Plan, organize, promote, and implement a systematic approach to identify underserved students and provide systems of support to ensure that all Kern County K12 students have access to resources that support successful matriculation into aligned post-secondary programs of study.
4. Provide awareness, information, and training to administrators, educators, and counselors, on effective systems of support to ensure that all Kern County K12 students, with a focus on underserved students, have effective systemic access to resources that support successful matriculation in to aligned post-secondary education pathways.
5. Plan, organize, promote, and implement training to ensure that high-quality career technical education programs and pathways include opportunities for college credit, including agreements for articulated, dual enrollment, and concurrent enrollment college courses for high school students.
6. Disseminate and provide training on high school and community college initiatives, student success metrics and data which are important for the alignment and continual improvement of high-quality career technical education programs and pathways.
7. Provide awareness, information, and training to administrators, educators, and counselors on the use of tool kits and resources on the Career Education website.
8. Support, consult, and update content, resources, toolkits, and activities on the Kern County Career Education website.
9. Organize and oversee the work of College and Career Awareness initiatives and Career Education.
10. Act as a resource by developing, facilitating, and providing information to school districts and the county office regarding student-centered academic, vocational and career counseling, student success supports, and supports specific to the needs of underserved students who need more assistance planning for educational or career paths while overcoming academic, vocational, and personal barriers.

11. Effectively communicate and market high school career education program information, materials and activities including those related to and aligned with community college districts serving the Kern County Students to reach at least 75% of area students.
12. Support and coordinate the expansion of the multi-media eMarketing outreach campaigns of 9-14 pathways and 35 Kern County High School sites to make students aware of high-quality career technical education high school and community college career technical and career education programs leading to living wage jobs.
13. Support and coordinate the filming of local high school career technical education pathways videos, filmed by KETN to provide students with the awareness of high-quality career technical education pathways available at their local high school.
14. Support and coordinate the implementation of the JobSpeaker pilot. JobSpeaker is a software platform that helps students identify and bridge the knowledge, skills and abilities learned in their high school and college courses to employment.
15. Support the planning, marketing, and implementation of the Career Expo and College Night.
16. Examine, analyze, and disseminate county and district data on a continual basis to discover course taking, post-graduation employment, and industry trends and to ensure alignment with labor market needs and to effectively determine and provide targeted professional learning.
17. Collaborate with professional and community committees, work groups, organizations, institutions, and other agencies at the local, state, and national level to promote improved practices in intersegmental career education.
18. Coordinate, conduct, and attend professional development workshops and conferences.
19. Provide leadership for all aspects concerning Career Education instructional programs and professional development programs.
20. Represents the county office at professional meetings.
21. Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- A. Personal Qualifications:
  1. Effectively communicate knowledge and awareness of current trends, innovations, and practices in elementary and secondary education, with an emphasis on aligned K16 career education programs.
  2. Interpersonal skills and abilities necessary to work and communicate with people and groups effectively and cooperatively.
  3. Skills to manage the work, set priorities, and evaluate progress toward outcomes.
  4. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.

5. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. A command of knowledge in career education and a capacity for its replenishment and expansion.
2. Interest in instruction and curriculum development as evidenced by prior professional experiences. Candidate must be well-versed in the 12 elements of High Quality CTE Programs of Study as they focus on standards-aligned and integrated curriculum and the 12 Standards of Career Ready Practice.
3. Capacity to be a skillful clinical observer and diagnostician in curriculum and instruction practices, specifically in career education.
4. Possession of a broad repertoire of pedagogical skills.
5. Ability to make decisions based on sound educational philosophy.
6. Ability to establish appropriate working relationships and rapport with individuals and groups.
7. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

**TRAINING AND/OR CREDENTIALS:**

A. Education:

1. Must hold or be eligible for a valid Administrative Services credential.
2. Must hold a Master's degree or doctorate earned at an accredited college or university.
3. Must hold a teaching or services credential.

B. Experience:

1. A minimum of five (5) years of successful progressive experience in secondary and/or post-secondary Career Technical Education, Economic and Workforce Development, or related experience.
2. Successful experience in a supervision role, preferably at secondary and/or post-secondary levels.
3. Leadership in providing students, teacher and administrators with the skills and knowledge for effective design, implementation and evaluation of instruction programs, specifically in the areas of career education.

4. Experience and study which indicate knowledge of the 12 elements of high quality CTE programs of study, 12 Standards of Career Ready Practice and teaching techniques in Career Education.

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