



**PROGRAM SPECIALIST – CAREER & TECHNICAL EDUCATION
ALTERNATIVE EDUCATION**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Principal.

ESSENTIAL FUNCTIONS:

1. Support administration in the implementation of Career and Technical instructional programs.
2. Provide leadership and guidance, and act as a resource in the area of Career and Technical Education.
3. Develop curriculum material and innovative programs to support Career and Technical Education.
4. Support administration with organizational tasks for Career and Technical instructional planning such as schedules, meetings, trainings, field trips, enrichment activities, special events, and work-based learning.
5. Serve as a liaison initiating and coordinating partnerships with schools, community organizations, industry representatives, and businesses.
6. Build positive relationships with all stakeholders.
7. Coordinate marketing and recruitment for all career and technical activities.
8. Coordinate, conduct and/or facilitate professional development for Career and Technical education staff.
9. Serve as a teacher, as assigned, based on teaching credential(s) held.
10. Track and monitor data for CALPADS and grant reporting.
11. Monitor grant budgets and comply with reporting requirements as assigned.
12. Participate in trainings and conferences targeted at effective career and technical leadership.
13. Participate in statewide, regional and local Career and Technical Education consortiums, activities, and meetings.
14. Provide support for ordering, preparing and organizing career and technical curriculum and instructional materials.

15. Other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of the fundamental principles of quality professional development, effective teaching, and curriculum development.
2. Possession of a broad repertoire of presentation, facilitation, and pedagogical skills.
3. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in career and technical curriculum and instruction.
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. Proven ability to provide leadership in the development and implementation of quality career and technical instructional programs.
2. Proven ability to work effectively with diverse groups and individuals.
3. Ability to effectively structure, organize and systematize tasks and activities.
4. 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. Valid California Teaching Credential.
2. Master's degree desired.
3. Meet Every Student Succeeds Act (ESSA) compliance requirements.

B. Experience:

1. Successful teaching experience.
2. Successful experience in coordinating industry, community and educational partnerships.

3. Experience in curriculum development and post-secondary articulation.
4. Experience in grant writing and reporting.
5. Experience in developing and delivering effective instruction for English language learners and special education students.

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