



## **EXECUTIVE DIRECTOR – COLLEGE AND CAREER INITIATIVES**

### **Certificated Job Description**

#### **IMMEDIATE SUPERVISOR:**

As assigned

#### **ESSENTIAL FUNCTIONS:**

1. Develop and implement a comprehensive college and career framework that ensures coherence across educational segments and workforce pathways (K-16).
2. Lead efforts to collaborate with district leaders, educators, families and community stakeholders to align talent to industry exchange strategies and practices to create a seamless student transitions from K-12 to post-secondary and to the workforce.
3. Coordinate, facilitate and implement professional learning and collaborative work teams to build educational capacity and leadership development in the area of career technical education and guided pathways for careers.
4. Provide technical assistance and coaching to district administrators in planning and implementing K-16 pathway programs and services.
5. Provide oversight and supervision to college and career initiatives, including but not limited to College and Career related grants, Career Exploration, STEAM Yard/College and Career Playground, and Future Readiness Center.
6. Coordinate and oversee the development and implementation of college and career readiness curriculum in grades K-14.
7. Use data-driven decision making to evaluate talent to industry exchange effectiveness, student supports and outcomes, and program/initiative impacts.
8. Develop proposals and secure grants to support college and career initiatives
9. Supervise and evaluate assigned staff.
10. Perform other related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **A. Personal Qualifications:**

1. Lead large-scale initiatives across K-12, post-secondary, and workforce pathway development.
2. Build and sustain partnerships with educators, district and post-secondary leaders, workforce and community stakeholders, and families.

3. Knowledge and ability to stay abreast of current trends, innovations, and practices in college and career activities and initiatives.
4. Communicate effectively with diverse audiences, both orally and in writing.
5. Design and implement professional learning initiatives that foster coherence and capacity building.
6. Manage multiple projects and deadlines while maintaining attention to detail.

B. Professional Qualifications:

1. Knowledge of a broad range of career technical education (CTE) programs and services including, but not limited to, guided career pathways, the Standards for Career Ready Practice, dual enrollment, work-based learning, and CTE promising practices.
2. Experience with adult learning theory and effective methods of professional learning and coaching.
3. Grant development, resource acquisition, and compliance with local, state, and federal regulations.
4. Data analysis and evaluation strategies for program improvement.
5. Ability to create and monitor program budgets.

**TRAINING AND/OR CREDENTIALS:**

A. Education:

1. Master's degree in education or administration
2. Doctorate degree in education or related field preferred.

B. Experience:

1. Five (5) years of successful educational leadership experience in college and career initiatives.
2. Experience with budget and oversight and management.

CP:rn  
6/17/2025  
G:\Executive Director – College and Career Initiatives.docx