



SENIOR DIRECTOR – COLLEGE AND CAREER INITIATIVES

Certificated Job Description

IMMEDIATE SUPERVISOR:

As assigned

ESSENTIAL FUNCTIONS:

1. Supervise and coordinate the implementation of college and career initiatives.
2. Coordinate, facilitate and implement professional learning and collaborative work teams in the area of career technical education and guided pathways for careers.
3. Coordinate the development, implementation and ongoing facilitation of a common agenda, or Pledge, for Local Education Agencies (LEA) and appropriate agencies across the county.
4. Coordinate and facilitate the development of college and career readiness curriculum or program in grades K-14.
5. Represent KCSOS in regional gatherings including, but not limited to, CCSEA Career Technical Education Collaborative meetings, California Career Partnership Trust Grant (CCPT) meetings and California Technical Education Incentive Grant (CTEIG) meetings.
6. Supervise and evaluate assigned classified and certificated staff.
7. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and ability to stay abreast of current trends, innovations and practices in college and career activities and initiatives.
2. Knowledge and application of fundamental principles of quality professional learning, including possession of a broad repertoire of presentation and facilitation skills.
3. Ability to work and communicate with people effectively and collaboratively verbally and in writing.
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. Knowledge of a broad range of career technical education (CTE) programs and services including, but not limited, guided career pathways, the Standards for Career Ready Practice, dual enrollment and CTE promising practices.
2. Experience with adult learning theory and effective methods of professional learning.
3. Knowledge of the college application and financial aid process.
4. Ability to establish appropriate working relationships and rapport in individual and group settings.
5. Ability to monitor program budgets.
6. Ability to seek out funding opportunities targeted to college and career initiatives.
7. Ability to coach, guide, and support team members.
8. 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.
4. Authorization to teach English Learners preferred.

B. Experience:

1. Minimum of five (5) years successful experience in an administrative role at a school site or district/county office or comparative experience.
2. Successful teaching experience in a classroom setting is preferred.
3. Experience with budget oversight and management.

CP:rn

5/1/2025

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Formerly Director II - College & Career Initiatives 2024