

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**EXECUTIVE DIRECTOR,  
CAREER TECHNICAL EDUCATION (CTE)**

**DEFINITION**

Under the direction of the Assistant Superintendent, Curriculum and Instruction, Grades 6-12, K-8, Alt Ed, the Executive Director, CTE supports the educational programs of the District by leading, directing, managing, supervising, implementing and evaluating the Career Technical Education (CTE) program and grants.

**EXAMPLES OF DUTIES**

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.*

1. Collaborate with District staff and College and Career Advantage (CCA), Joint Powers Agreement (JPA) partners to achieve the vision, mission, core values, and goals of Regional Occupational Program (ROP) and CTE.
2. Ensure all CTE instructional programs, curricula, training and assessments are aligned with approved State and Federal standards and initiatives, industry standards, job market and post-secondary articulations, District's goals and accountability plan ensuring a link and alignment with CCA offerings.
3. Maintains and monitors all student CTE achievement data including State annual assessment results, records, statistical data, grants, attendance, grades, and District assessment results.
4. Analyze data to evaluate curricula, assessments, teaching practices, leadership practices, and effective instructional delivery models to meet the unique needs of students and community.
5. Oversee subject-area employer advisory committees and related activities mandated by County Department of Education (CDE)/Council on Occupational Education (COE) and Western Association of Schools and Colleges)WASC.
6. Directs and coordinates public information publications and activities such as brochures, schedules, flyers, public exhibits and displays.
7. Conducts Districtwide broad course of study needs assessment, which includes CTE, CCA, and elective offerings, with the goal of defining existing pathways and developing marketing materials outlining those pathways to assist students in understanding available opportunities.
8. Works collaboratively as a bridge with CCA and other JPA stakeholders to identify, develop and enhance pathways for high-demand, wage, and interest industries and careers at each site with multiple entrance and exit points that provide career options.
9. Conduct staff meetings and related training to promote alignment and continuity of curriculum and identify and encourage leadership potential.
10. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
11. Counsel members of staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.
12. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
13. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

## **QUALIFICATIONS**

**Knowledge of:** Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; instructional practices and professional development approaches; program assessment; A-G requirements; Career Technical Education industry sectors; industry pathways and certifications; CTE, Common Core State Standards (CCSS), and practice in curriculum, instruction, assessment and technology.

**Ability to:** Coordinate the functions and activities for a Career Technical Education department; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; provide assistance to schools in the development, expansion, and implementation of CTE a courses, pathways, and industry certifications; comply with the District's customer service standards, as outlined in Board Policy.

**Education:** Master's degree from an accredited college or university in a related field.

**Experience:** Six years of successful teaching experience including four years of successful experience in a management or supervisory position.

**Credential:** Valid California Teaching Credential: valid California Administrative Services Credential.