

Career and Technical Education Project Director - Alternative Education Job Description

Definition

To direct, manage, supervise and coordinate the Career and Technical Education Program for the Alternative Education Programs; to coordinate assigned activities with the Regional Occupational Program and other County Office of Education Departments and outside agencies; to consult with school administrators, teachers, parents and community agencies on Career and Technical Education Programs and opportunities; to write related grants; to attend related meetings with Cabrillo College, school districts, and public and private training programs; and to perform related duties as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Develop and implement a Career and Technical Education Program effectively meeting the needs of students in the Alternative Education Program.

Plan for, create, and continuously evaluate the provision of information, instruction and training opportunities for students.

Consult on an ongoing basis with administrators, teachers, parents, community agencies and others concerning CTE for students and assess community needs.

Develop and coordinate in-service training activities for instructional and specialist staff members.

Assume responsibility for the services and activities of the Career and Technical Education Program, including development and implementation of goals, objectives, policies and priorities for the Career and Technical Education Program for the Alternative Education Program.

Continuously monitor and evaluate the effectiveness of programs and procedures, internal reporting and relationships, identify opportunities for improvement and review with the Director of Alternative Education.

Select, train, motivate and evaluate assigned personnel; provide staff training; work with employees to correct deficiencies.

Manage and participate in the development and administration of the Career and Technical Education Program's annual budget, monitor and approve expenditures for equipment, supplies and materials. Identify available funding sources and prepare applications for grants in support of CTE activities.

Supervise and monitor Student Employment Program including the Work Experience Education Program.

Supervise and monitor the issuing of work permits for Alternative Education.

Supervise, monitor and perform required reporting for current grant funding sources.

Attend meetings and conferences in support of the Career and Technical Education Program; act as liaison for the Alternative Education Program to other COE departments and outside agencies including Cabrillo College, Probation, Mental Health, and other comprehensive and alternative schools.

Perform essential related coordination duties as assigned in support of the Director of Alternative Education Program.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Career and technical education teaching methods, practices, trends and strategies.

Knowledge of applicable federal and state rules and regulations pertaining to Career and Technical Education and the Alternative Schools Program.

Rules and regulations pertaining to the issuance of work permits for minors.

Rules and regulations pertaining to operation of a Work Experience Education Program.

Skill and Ability to:

Identify current issues and trends in Career and Technical Education and utilize this information to provide continuous program improvement.

Design and implement an effective Career and Technical Education Program for all Alternative Education students.

Communicate orally and in writing sufficiently to express ideas, thoughts and instructions clearly.

Plan and conduct a system of continuous evaluation of CTE activities.

Coordinate and conduct effective in-service training for Alternative Education staff.

Supervise, evaluate and train CTE staff.

Collaborate effectively on inter-and intra-agency levels.

Keep accurate records and submit required reports in a timely manner.

Research, evaluate and write grants in support of Career and Technical Education Programs.

Research, analyze and evaluate new service delivery methods, procedures and techniques.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.

EDUCATION AND EXPERIENCE

Any combination of education, training, and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

EDUCATION:

Possession of a Master's Degree in Career and Technical Education, Vocational Education or School Administration.

EXPERIENCE:

Five years of successful Career and Technical Education teaching experience working with at-risk youth, along with experience in comprehensive guidance of at-risk youth. Three years of grant-writing and grant management experience. Three years of increasingly responsible program management experience.

License or Certificate:

Possession of appropriate California Credentials.

Possession of, or ability to obtain, an appropriate California driver's license.

Insurability by the designated liability carrier for the Santa Cruz County Office of Education.

SPECIAL REQUIREMENTS:

Assigned work is normally performed in both an office and a school site environment. Continuous contact is required with administrators, teachers, parents, students, employers and local community agencies. The ability to travel to different sites and locations is required.