



JOB DESCRIPTION

JOB TITLE: **Career and Technical Education (CTE) Manager**

Position Type: Exempt	Department: Curriculum, Instruction & Assessment
Salary Schedule: Exempt	Reports to: Deputy Superintendent of Curriculum, Instruction and Assessment
Salary Range: 6	Location: District Office
Term of Employment: 12 months	Date: June 30, 2022
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Administers all aspects of Career and Technical Education Programs in the district. Duties include oversight and development of new and existing CTE programs, writing, budgeting and administration of federal and state grants as well as management of Career Technical Education District (CTED) budgets. Promotion of Programs to internal and external stakeholders. Ensures program performance, timely and accurate compliance documentation, and coordinates annual CTED and Arizona Department of Education program reviews. Develops, maintains and seeks out opportunities to build business and industry partnerships and maintain active, engaged advisory councils.

To perform all duties and responsibilities in an exemplary manner, such that the District will derive the maximum productivity from its employees and thereby achieve and maintain standard excellence as a public school district.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Evaluates and maintains high quality industry-driven Career and Technical Education programs.
- Manages input of program data for federal, state and West-MEC reporting, meeting or exceeding all deadlines. This includes coordinating the preparation, uploading and verification of Fall enrollment, Spring enrollment, verification of participant-concentrator records, graduate placement survey data, CTED eligible enrollment, fourth year funding eligible students, and reporting of Industry Credentials earned by students.

- Prepares and manages Federal Carl Perkins, Priority, West-MEC, and CTE special project budgets. Frequently monitors capital purchases, instructional supply costs and all salary and support related expenditures.
- Regularly update and communicate knowledge of CTE legislation and policy with stakeholders including senior level leadership, administrators, counselors, and CTE department chairs.
- Manages the planning, evaluation, reporting, and implementation of West-MEC satellite programs.
- Prepares and submits compliance documentation with federal and state accountability requirements including mid-year and final narrative reports, annual program evaluation reports, and desktop monitoring data.
- Manages administration of CTE Technical Assessments.
- Coordinates preparation and upload of assessment rosters by program, communication with campus administrators and staff on assessment scheduling and deployment.
- Analyzes and shares assessment data with CTE CIAS, CTE department chairs, program teachers, administrators and district data analysis staff.
- Collaborates regularly with high school and middle school counselors to promote CTE enrollment and retention in both satellite and central programs.
- Manages implementation and usage of the district Career Information System platform including processes for professional development for staff, lesson development and deployment, data management, ECAP documentation, and regularly meet with vendor to review progress and plan for improvement.
- Manages and oversees creation and distribution of CTE program information and promotional materials.
- Promotes CTE programs at district, school, and community events.
- Manages the CTE Student Ambassador district-wide program
- Coordinates industry certification opportunities within CTE programs.
- Manages implementation of CTE signature program and West-MEC online application processes.
- Coordinates CTE Internship program including acceptance and registration of students, participation in hiring process of Internship teachers, and monitoring documentation to meet all Arizona work-based learning requirements.
- Coordinates career development and training events.
- Coordinates CTE Dual Enrollment opportunities and Programs of Study.
- Oversees, tracks and approves school program CTE purchase orders.
- Oversees management of inventory records of all CTE capital equipment purchases.
- Facilitates grant goals, activities, and evaluations.
- Meets with state and West-MEC representatives including monthly West-MEC local director meetings and quarterly Arizona Department of Education meetings.
- Works with CTE teachers to develop industry-based advisory teams serving as a district liaison on campus based CTE advisory councils.
- Plans, manages, and conducts semi-annual industry-based advisory team meetings with CTE partners and stakeholders.

- Regularly meets with business and industry partners, post-secondary institutions, and economic development organizations to ensure Career and Technical Education programs are aligned with economic needs.
- Work with Career and Technical Education program teachers to ensure quality work-based learning experiences for students.
- Works with West-MEC to provide teacher externships to ensure classroom teachers maintain a working knowledge of current industry trends and practices.
- Works with CTE teachers to implement program evaluation recommendations.
- Works with all related areas to improve CTE facilities, including expansion, addition, modernization and enhancement projects. Attends all weekly planning, in- progress and follow up meeting with district representatives, architects, and contractors for CTE enhancement projects.
- Plans and facilitates CTE professional development for program instructors and paraprofessionals.
- Seeks out and attends professional conferences/staff development to improve job performance.
- Coordinates with Arizona CTE Curriculum Consortium to ensure DVUSD teacher participation in resource development and implementation.
- Attends West-MEC Board Meetings.
- Maintains communication with District leadership and school administration.
- Supports and provides training for Career and Technical Student Organizations.
- Maintains active membership in CTE professional organizations at the local, regional, state and national level.
- Encourages teacher participation in CTE professional organizations.
- Guides CTE to meet the District's mission and vision.
- Reports to Deputy Superintendent of Curriculum, Instruction and Assessment.
- Must be accessible throughout the workday for administrators.
- Must meet any additional specific job requirements as indicated by the department.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Supervises CTE clerk and CTE Computer Network Technician.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Must have knowledge of Career and Technical Education Regulations and Requirements.
- Demonstrates the ability to create and implement vision and the leadership to move the vision forward.
- Demonstrates the ability and desire to provide outstanding customer service.

- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must attain SEI endorsement as required by Arizona Department of Education.
- Must hold a valid Career and Technical Education Certificate.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in Education.
- Minimum of five years work experience in CTE-related education.

LANGUAGE SKILLS:

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.