

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

CLASS TITLE: EXECUTIVE DIRECTOR, CAREER AND COLLEGE PATHWAYS

REPORTS TO: County Superintendent of Schools or designee in coordination with the SLO Partners Foundation Board (SLO CTE Foundation), and SLO Partners Advisory Board.

SUPERVISES: Certificated and Classified Staff

BASIC FUNCTION:

This position will provide leadership and direction for Career and Technical Education (CTE), pre-apprenticeships, apprenticeships, and the SLO CTE Foundation. Under the direction of the San Luis Obispo County Superintendent of Schools, in collaboration with the SLO CTE Foundation Board, the Executive Director will plan, organize, monitor and direct the administration and implementation of the CTE grants, pre-apprenticeship grants, apprenticeship grants, SLO Partners, and other workforce development grants. This position is responsible for ensuring SLOCOE's consistent achievement of the goals and financial obligations of its CTE, pre-apprenticeship, apprenticeship, and workforce development grants. This position will develop and oversee the grant implementation; coordinate and manage the leadership and organizational components; manage and supervise the financial obligations and reporting expectations of the grants; provide professional learning opportunities and support for personnel; establish collaborative relationships with other agencies, county offices and higher education representatives; and supervise and evaluate the performance of assigned personnel. This is a cabinet level position and the Executive Director serves as an advisor to the County Superintendent of Schools and executive leadership.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

1. Facilitate the implementation and further development of SLOCOE's long-range strategy that achieves its mission beyond the grant funding.
2. Facilitate the collaboration between all grant partners.
3. Provide leadership in developing program, organizational and financial plans with the Foundation Board and staff, and carry out plans and policies authorized by the board.
4. Promote active and broad participation by SLO Partners with SLOCOE in all areas of practice.
5. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
6. Maintain a working knowledge of significant developments and trends in the field of Career Development, Career Technical Education and Economic and Workforce Development.
7. Plan, direct, and supervise the functions and activities of the career technical education program, including setting goals, objectives, and priorities.
8. Direct the regional dissemination of grant programs throughout the partner organizations including all K-12 districts in San Luis Obispo County, Cuesta Community College, SLO Workforce Investment Board, and industry partners.

9. Establish partnerships with institutions of higher education and community organizations.
10. Design and deliver professional development and activities for faculty, staff and industry partners.
11. Represent SLOCOE, the Foundation, and SLO Partners at State-wide events and in partnerships with higher education and community organizations.
12. Hire, train, direct, support and evaluate certificated and classified staff. Follow all policies and procedures of SLOCOE as it pertains to personnel practices. Interpret, apply, and explain rules, regulations, policies and procedures.
13. Develop and manage program budgets following all policies and procedures of SLOCOE as it pertains to budget.
14. Process data regarding regional activities to County Offices of Education, the California Department of Education, and Economic and Workforce Development.
15. Develop, maintain, and evaluate systems for the effective delivery of research-based, data-driven teaching and learning models focused on integrating Career Technical Education and Common Core State Standards.
16. Communicate effectively both orally and in writing.
17. Establish and maintain cooperative and effective working relationships with others.
18. Work independently with little direction.
19. Prepare comprehensive narrative and statistical reports.

OTHER DUTIES:

1. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Managing and working with a committee governance structure.
2. Coordinating and presenting professional development activities.
3. Writing and implementing grants.
4. Supervising personnel.
5. Implementing and monitoring school improvement and reform efforts.
6. Working with under-served student populations.
7. Knowledge and application of fundamental principles of quality staff development, including possession of a broad repertoire of presentation and group facilitation skills.
8. Establishing structures that invite industry, educators, parent and community interaction and build student voice opportunities.
9. Budget preparation, control and management.
10. Managing resources to accomplish long and short-term program goals.
11. Establishing procedures and priorities.
12. Designing and presenting professional development activities and information presentations.
13. Knowledge of Career Technical Education Core Standards, California Common Core Standards, Curriculum Frameworks and the California Standards for the Teaching Profession; the goals and principles of the program, the curriculum, methodologies and successful program operation and evaluation.

14. Knowledge of policies and objectives of assigned programs and activities.
15. Knowledge of applicable laws, codes, regulations, policies and procedures.
16. Effective communication strategies for working with multiple agencies.

ABILITY TO:

1. Analyze program results and apply the knowledge to program development.
2. Train, develop, supervise, and evaluate staff.
3. Coordinate schedules.
4. Analyze, interpret, and apply laws and regulations.
5. Develop and manage department budgets.
6. Initiate partnerships and collaboration across agencies.
7. Work both independently and with a variety of individuals and groups.
8. Facilitate groups in planning, problem solving and decision-making.
9. Manage and prioritize multiple responsibilities.
10. Establish and maintain appropriate deadlines.
11. Work and communicate with people effectively and cooperatively both orally and in writing.
12. Use and apply appropriate technology.
13. Exercise sound judgment.
14. Drive a car; travel to various locations.
15. Establish appropriate working relationships and rapport with individuals and groups.
16. Build and maintain collaborative relationships with diverse individuals and groups.
17. Demonstrate tact, patience and courtesy at all times.
18. Resolve issues, conflicts and complaints in a timely manner with positive results.
19. Multi-task, meet deadlines and establish priorities in a fast-paced work environment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

1. Master's degree from an accredited college or university in education or related field applicable to the position.
2. Two years developing and managing multi-dimensional programs and organizations with a variety of programs at the district, county, or state level.
3. Administrative experience in a K-12 or Community College setting.
4. Five years teaching experience in a public school setting.

DESIRED QUALIFICATIONS:

1. Doctorate degree from an accredited college or university in education or related field applicable to the position.
2. Valid Clear California Administrative Services Credential.

LICENSES AND OTHER REQUIREMENTS:

1. Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

1. Indoor work environment.
2. Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Seeing to read a variety of materials.
3. Sitting or standing for extended periods of time.
4. Hearing and speaking to exchange information.

Grade Allocation: Cabinet Salary Schedule	Accountability of time: Assigned Administrator
Work Days: 224	Tasks assigned by: Assigned Administrator
Adopted: June 2015	Evaluated by: SLOPE Executive Board
Revised: Feb 2022	Hiring authority: County Superintendent of Schools