

**SAN MATEO COUNTY OFFICE OF EDUCATION
EXECUTIVE DIRECTOR, COLLEGE AND CAREER TECHNICAL EDUCATION (CTE)**

JOB SUMMARY:

Under the direction of the Associate Superintendent, the Executive Director will oversee, direct, plan and organize the initiatives related to College and Career Readiness in San Mateo County schools and San Mateo County operated programs. The Executive Director will work with industry, workforce agencies, higher education, and local school districts to enable all schools to grow, expand, and enhance dual enrollment, career technical education and postsecondary pathways for all students.

ESSENTIAL DUTIES:

- Provide direction, guidance, and supervision of Coordinators to ensure the implementation of cohesive and high quality CTE education and services;
- Develop new and sustain existing industry partnerships;
- Collaborate with community partners including higher education institutions, Adult Education committees, workforce agencies, chambers of commerce, and community action groups;
- Create, manage, and lead industry-specific committees and other countywide College and Career Ready initiatives;
- Develop and expand upon work based learning experiences offered throughout the County;
- Provide leadership in local, regional, and state curriculum approval processes;
- Assess potential inequities in dual enrollment and CTE course access and provide supports and plans to assist in resolution;
- Develop key cross-agency partnerships and engage local and state leaders to gain support for CTE programming;
- Represent the county in local/regional consortiums relative to CTE;
- Validate traditional labor-market data with businesses to determine skill and hiring trends for emerging careers;
- Participate in grant writing and procurement and pursue access to other funding streams in order to develop and operate career pathways systems;
- Administer program budgets, coordinating with other agencies to ensure the full accountability of training-related activities, reports and professional development;
- Manage the design of career education programs that provide a clear sequence of education courses and credentials that meet the demands of business and industry;
- Oversee and evaluate interventions and measure outcomes to ensure continuous improvement of CTE programs;
- Oversee and manage on-going countywide CTE professional development;
- Provide leadership and evaluation for assigned managers and staff;
- Supervise and evaluate the performance of assigned personnel and intern staff; review work to assure compliance with established standards, requirements and procedures;

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Knowledge of youth workforce development and CTE initiatives;
- CA 11 Elements of High Quality CTE;
- Master Scheduling concepts and A-G Portal;
- Planning, organization, coordination and implementation of the educational services, training activities, instructional resources and support functions of an assigned subject or instructional area;
- Principles and practices of administration, supervision, and training;
- Budget preparation and control;
- Applicable laws, codes, regulations, policies and procedures;
- Interpersonal skills using tact, patience, and courtesy;
- Practices, procedures and techniques involved in the development and implementation of professional development activities;
- Curriculum standards, interpretation and application in assigned subject or instructional area. Instructional techniques and strategies related to assigned subject area or program.

- Current research into effective teaching and learning for students and adults;
- Current rules surrounding the regulatory systems of CTE.

SKILLS AND ABILITY TO:

- Plan, organize, coordinate, and implement the educational services, training activities, instructional resources and support functions of an assigned subject or instructional area for local school districts to enhance student learning and achievement;
- Provide consultation and technical assistance concerning assigned subject or instructional area and related content, standards, requirements, principles, practices, techniques and procedures;
- Manage and provide strong leadership for staff;
- Design, develop, implement and conduct training and professional development activities for faculty, staff and administrators concerning assigned subject or instructional area;
- Facilitate groups from industry, workforce agencies, higher education and school districts in planning, problem-solving and decision-making;
- Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds;
- Prepare and deliver oral presentations;
- Interpret, apply and explain laws, codes, regulations, policies and procedures.

EDUCATION AND EXPERIENCE:

- Master’s degree from an accredited college or university in education or related field
- Minimum of 2 years School Site Administrative Experience (Secondary Preferred)

LICENSES AND OTHER REQUIREMENTS:

- Valid California Teaching Credential authorizing teaching at the secondary level
- Valid Administrative Services Credential

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor work environment
- Driving a vehicle to conduct work

PHYSICAL ABILITIES:

- Ability to operate a computer
- Ability to gather, read, and understand informational text
- Sitting or standing for extended periods of time
- Communication skills that enable the exchange of information and ability to make presentations