

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Career Readiness	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	Director II	FLSA:	Exempt
JOB CLASS CODE:	9883	WORK YEAR:	12 Months
DEPARTMENT:	College & Career Readiness	SALARY:	Range 70 Salary Schedule B7
REPORTS TO:	Director III, College and Career Readiness	CABINET APPROVAL:	8-16-2021
		HR REVISION:	7-24-2023
		CABINET APPROVAL:	9-05-2023

BASIC FUNCTION:

The Director will provide administrative leadership for a broad range of issues and activities that relate to college and career readiness such as; grant management, pathway development, Linked Learning integration, coordination of professional learning opportunities, and advisory boards.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Plan and oversee annual Career Technical Education related grants, compliance documentation, and operationalizing of initiatives. **E**

Build Career Technical Education initiatives that align to the district's Local Control Accountability Plan (LCAP). **E**

Identify funding sources and services used in grant applications as match or in kind services. **E**

Oversee career partnership academies (CPA) and provide district services to coordinate the annual CAPAAR report and letter of intent. **E**

Oversee the district's new pathway process. **E**

Provide principles with professional development involving the mandated requirements of Perkins V funding, Career Partnership Academy grants and other CTE related funding sources. **E**

Develop and implement fair and equitable processes for resource allocation of CTE grants and funding. Work with service providers to eliminate duplicate services related to CTE and Linked Learning pathways for school sites. **E**

Collaborate with Tech Services to certify year-end California Longitudinal Pupil Achievement Data Systems (CALPADS) data related to dual enrollment and California and Technical Education (CTE) pathway completion. **E**

Oversee, supervise, and evaluate performance of assigned personnel. **E**

Research, compile, generate, prepare, analyze, and review District data, correspondence, analytical studies, and reports. **E**

Provide leadership in curricular and instructional areas by participating in cross-departmental collaboration to ensure student success in post-secondary life and entry into a chosen career field and/or programs that offer students multiple options. **E**

Assist with the development and management of a process for monitoring, evaluating, and supporting the pathway teams that includes clearly defined teaching expectations and academic rigor reaching high quality status. **E**

Chair key committees for Small Learning Communities/Linked Learning professional development; conduct or attend administrative or Linked Learning management team meetings, counselor groups, and middle school team meetings. **E**

Provide professional development for academic and technical teachers in multidisciplinary curriculum integration and project-based learning that is aligned to industry standards, as well as California State Standards. **E**

Communicate and collaborate with other administrators, district personnel, university partners, outside organizations, and business and industry partners to coordinate activities, programs, and contracts, resolve issues and conflicts, and exchange information, model district standards of ethics and professionalism. **E**

Attend conferences, read journals/papers, take courses, and attend workshops to remain current concerning trends in education reform and emerging industries that may be suitable for the development of new career pathways. **E**

Develop work groups consisting of Broad-Based Community Coalition members, school staff, students, and parents to support college/career-readiness. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties consistent with the scope and intent of the position.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree required; master's degree preferred. Minimum of four years' experience in K-12 instruction or management in developing and managing master schedules for school sites. Experience with CTE pathways and state, federal, and grant funding structures.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance; and Administrative Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District Curriculum, District content standards, and the California Standards for the Teaching Profession.
- State and federally identified school improvement models and requirements.
- Common Core.
- Student information systems (SIS) and data information systems in a school district environment.
- California Education Code.
- Database systems and data management. Technical aspects of field of specialty.
- Reporting requirements of various student-related reports and surveys.
- Data and student information utilization, capture, organization and implementation practices and procedures.
- Effective management practices and supervision techniques.

- Standardized, performance-based, and other assessments.
- Computer software applications relevant to educational assessment and research.
- Methodology used in educational research design and statistical analysis.
- Theory and practice related to student learning and educational measurement.
- School district organization, operations, policies, and objectives.
- Standard statistical and qualitative methodologies (e.g. basic research design and methods and other generally- accepted analysis approaches).
- Theory and practice related to student learning and educational measurement.
- Applicable state and federal laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills. California Education Code.
- State and federal laws, regulations, and codes dealing with the reporting of educational programs.
- State, federal, and grant funding structures and requirements.

ABILITY TO:

- Plan, organize, and lead student information system related projects.
- Provide training and specialized support and coordination regarding the District student information system.
- Coordinate logistics as well as ability to be flexible and problem-solve.
- Communicate effectively both orally and in writing.
- Apply advanced computer literacy skills, including fluency with MS Office software and statistical software programs.
- Effectively conduct and facilitate meetings.
- Prepare accurate and concise reports.
- Establish and maintain cooperative relationships with staff and service providers.
- Motivate, manage, evaluate, and direct the work activities of employees.
- Create and maintain strong relationships interdepartmentally to advance the District's mission and ensure positive outcomes.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Work independently with little direction.
- Plan and organize work to meet schedules and timelines.
- Analyze situations accurately, and adopt an effective course of action.
- Meet State and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; school setting, drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

(Former Classification: Director I, Master Schedule and Instruction, Director II Career Readiness & Master Scheduling)