

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

**JOB SUMMARY:**

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

**ESSENTIAL DUTIES:**

- Provide direction, guidance, and supervision of the CTE Coordinator 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;
- Provide leadership in local, regional, and state curriculum approval processes;
- 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;
- Assure adequate personnel and resources to meet CTE regulations and related students' needs; monitor staffing needs and initiate recruitment activities as appropriate;
- Attend and present at CTE and workforce development conferences and convenings.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**

- Knowledge of youth workforce development and CTE initiatives;
- 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;
- Principles, theories, standards, practices, strategies and procedures involved in enhancing student learning and achievement;
- 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. Educational services, standards,

requirements, principles, practices, techniques, theories and procedures related to assigned subject or instructional area;

- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of County students. Local, state and federal standards and requirements governing assigned subject or instructional area. Policies and objectives of assigned programs and activities;
- Operation of a computer and assigned software;
- Public speaking techniques;
- Instructional standards related to CTE;
- 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;
- Develop and implement strategies and training activities to enhance educational effectiveness and student learning related to assigned subject or instructional area in local school districts;
- Coordinate activities to enhance faculty and administrative understanding of educational practices, curriculum standards and instructional strategies;
- 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 5 years CTE Teaching experience

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Teaching Credential authorizing teaching at the secondary level and/or a designated subjects vocational credential or CTE credential at the high school and adult level
- Valid Administrative Services Credential or meet the criteria and enroll in a University program which grants the Administrative Intern 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