



DIRECTOR OF CAREER PATHWAYS AND COMMUNITY PARTNERSHIPS

Board Adopted: 06/25/14

BRIEF DESCRIPTION OF POSITION:

The Director of Career Pathways and Community Partnerships primary function is to coordinate the Academies and Career Pathways and collaborate with the Business/Industry and Community to support work-based learning. Ensure the implementation plan for the CCPT grant is completed successfully. The Director will report directly to the Executive Director of 21st Century Learning and Innovation and work with Cabinet to ensure principals and schools received the support to prepare students for College and Career readiness for local institutions of Postsecondary Education

MAJOR DUTIES AND RESPONSIBILITIES

A. College & Career Readiness

- Work with Superintendent, Cabinet, and Principals to ensure that each high school is fully implementing College and Career Readiness specifically related to Career Pathways. E
- Engage community organizations in discussions and projects that promote career awareness for all students. E
- Supervise and guide the development of pathways that consists of the four core components: academic, technical, worked based learning, and support services. E
- Supervise the completion certification and evaluation of programs as required by supporting agencies such as National Academy Foundation and Linked Learning using self-assessment tools. E
- Supervise CTE programs and courses; including the monthly CTE Department Chair and Academy Roundtable meetings. E
- Oversee the development of course designs that are eligible for UC/CSU A-G status; including participation in the monthly District Curricular Committee meetings; provide technical knowledge and skills. E
- Implement K-12 career awareness and career exploration program that embeds current Freshmen Transition curriculum, computer literacy, Naviance and additional career exploration programs such as RoadTrip Nation. E
- Articulates with local Colleges and Universities along with schools to ensure students have the necessary skills to meet the appropriate entrance requirements and pathways. E
- Represents the district at regional and statewide convenings related to the trust grant implementation, Linked Learning and other related events.

Development of Community, Business and Education Coalition

- Develop a broad-based coalition to promote work-based learning working with an intermediary along with local organizations and business by providing internships, job shadowing, externships, and guest speakers. E
- Support Academy advisory and focus groups to analyze job market needs and assist in guiding development of pathways. Create and support community advisory groups for CTE courses and pathways. Assist in the implementation of Advisory Board protocols that enable community groups to have meaningful oversight and decision making responsibilities. E
- Develop collaborative relationships with local post-secondary institutions so that job market information drives 2+2 agreements and dual enrollment options. E
- Develop collaborative relationships with local business and industry to understand industry needs. E
- Engage community business and industry in all proposals and planning activities of pathway development. E
- Functions as the District's liaison to the Oxnard Union High School District Education Foundation and serves as a member representing the District. E

Staff Development

- Communicate regularly with site administrators to determine staff development needs. E
- Supervise and oversee the staff development calendar for workshops addressing integrated curriculum and applied learning working in conjunction with NAF Professional Development and the VCOE Professional Development as well as feeder districts. E

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- Plan, organize, and present staff development workshops. E
- Arrange for site visits to promote sharing of model programs. E
- Budget and seek additional funding for staff development. E
- Evaluate effectiveness of each staff development activity. E

Report and Grant Writing

- Manage and monitor the California Career Pathways Trust Grant,
- Submit yearly progress reports and one end of project report, for each year of the grant as required by the grant guidelines. E
- Understand and meet grant requirements and deadlines. E
- Maintain close communication with partnering agencies to develop teaming opportunities. E
- Collaborate with other education and business entities to maximize grant resources as well as secure grants. E
- Seek grants and other funding sources to develop a sustainability model and to secure future funds to maintain Career Pathways opportunities. E

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Experience in College and/or Career Readiness and managing grants
- Business and Community Relations Experience
- Experience with A-G College requirements, student placements, and curriculum alignment

Ability to:

- Building relationship for mutual value exchange with community businesses, various organizations, and public agencies.

REQUIREMENTS

WORK YEAR: Certificated Management Work Year

CREDENTIAL: Current valid teaching and/or Administrative Credential

EDUCATION: Master Degree or equivalent

EXPERIENCE: Experience in College and/or Career Readiness and managing grants; Business and Community Relations Experience. Experience with A-G College requirements, student placements, and curriculum alignment

LICENSE: Valid California Driver's License

SALARY: Management Salary Schedule (Budget for this position is fully funded from the California Career Pathways Trust Grant and/or additional funding secured through other grant resources.

BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance; Doctoral Stipend