

## Career Technical Education Specialist

### Primary Function

Under the direction of the Director of Career Technical Education, the CTE Specialist is responsible for the support of the District CTE program. Collaborate and communicate to create and implement dual enrollment courses/pathways, career development, work-based learning (WBL) and internship opportunities. Engage in outreach and marketing activities with all partners, including employers, intermediaries, school districts, County Office of Education and industry groups.

- Acts as teacher in charge of Mark Richardson Center when CTE Director is not present. *E*
- Communicate and collaborate with the Director of CTE, School Administrators, Teachers and the community to develop and deliver the District's CTE program. *E*
- Collaborate with the community colleges, administration and teachers to support all aspects of dual enrollment opportunities. *E*
- Conducts a variety of WBL activities for students, including class presentations, arranging speakers, assessment for job readiness, career exploration and counseling, job preparation and skills training including resume development, portfolios and other instruments to prepare for the world of work. *E*
- Work directly with business and industry to develop, implement, monitor, and refine outcomes for WBL opportunities, including job shadowing, internships, Supervised Agricultural Experience (SAE) projects and other opportunities. *E*
- Develop and present career readiness workshops for students in the classroom and/or career centers. *E*
- Work with instructors and students to facilitate agreements with community colleges resulting in college credit accrual for students. *E*
- Work with staff and leadership at feeder schools to improve student and staff awareness of CTE programs. *E*
- Engage counselors and other staff members in meaningful discussion around CTE programs, the benefits of these programs for student achievement, and prepare materials for recruitment during the course selection process. *E*
- Develop and secure externships for teachers in targeted pathways. *E*
- Articulate with state, county and district CTE leadership to secure resources and support, ensure all reporting mandates are met, and explore best practices from other CTE programs across the state. *E*
- Works collaboratively and communicates effectively with teachers and leadership to ensure the implementation of a rigorous, relevant curriculum and instructional practices that will increase student learning and achievement. *E*
- Works with certificated staff to help develop their professional practices and connect them with resources. *E*
- Supports teachers by visiting their classrooms, modeling, coaching, collecting data, and providing other assistance. *E*
- Assists with lesson planning, unit planning, and design related to (WBL) and Internship activities. *E*
- Arranges release time and covers/substitutes for teachers as needed to allow teachers to observe their students engaged in WBL, Internships and/or SAE projects. *E*
- Performs ongoing check-ins with teachers, industry partners and administration. *E*
- Facilitates and plans CTE related professional development sessions. *E*
- Helps administer the District's Industry Certifications, track data and evaluate program effectiveness.
- Assists with curriculum development as it pertains to dual enrollment, career development, WBL and internships. *E*

- Collaborates with counselors and site leadership on student placement and support. *E*
- Fully participate in district and school site meetings related to your specialty within and outside of the school day. *E*
- Expertise will be shared across sites. *E*
- Attend local and state meetings, trainings and conferences as appropriate. *E*
- Perform other related duties as assigned. *E*

Primary Evaluator/ Work Location:

- Director of Career Technical Education in consultation with site principals
- Position to be located at the District Office or a school site
- Will be required to travel between school sites, District Office and industry partners

Required Qualifications

- Have a minimum of five years of credentialed education experience
- Possession of a valid Single Subject Teaching or PPS Credential
- Valid California Driver's License

Desired Qualifications

- Experience with Career Technical Education Pathways
- Strong ability to motivate others to reflect and transform their practices
- Strong leadership and communication skills
- Knowledge of current instructional best practices and strategies for school improvement
- Life long learner
- Strong commitment to continuous improvement
- Previous experience leading and/or coaching adults

SMJUHSD

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