

Solano County
Office of Education

JOB TITLE: Program Manager, Career Technical Education/Workforce Development

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Serves as the administrator for Career Technical Education and Workforce Development within Solano County. Acts as facilitator with districts and other public agencies in operating career technical education programs. Coordinates projects with agencies to further a supportive career technical environment leading toward employment opportunities. Provides classroom support as needed.

JOB REQUIREMENTS AND QUALIFICATIONS

- Valid California driver's license.
- Valid California teaching credential.
- Ability to obtain a California Administrative credential.
- Three years' experience working in regional occupational or other career related programs.
- Knowledge of laws, regulations, job market information, and employment trends affecting assigned programs.
- Knowledge of career preparation, guidance, and counseling theories and practices.
- Knowledge of community and state resources, and public and private agencies providing career technical education training programs.
- Knowledge of basic budget preparation.
- Knowledge of computers and related software.
- Ability to compile, analyze, and apply appropriate labor market statistics, information, and data for presentations, and projections for program objectives.
- Ability to speak effectively to large and small groups.
- Ability to present a positive public image.
- Ability to establish and maintain effective relationships with students, staff, local business and educational community, and the general public.

EXAMPLES OF DUTIES

- Assists in the ongoing development and implementation of curriculum, work-based learning sites, staff development, workshops, and other meetings and conferences.
- Prepares the applications for course certification.
- Assists with student career technical assessment and counseling as needed.
- Conducts student enrollment and placement.
- May serve as the site administrator, including student suspensions.
- Evaluates and supervises certificated teachers.
- Actively promotes Career Technical Education and Workforce Development in schools and communities.
- Facilitates the interaction and coordination among ROP classes and special projects such as Carl D. Perkins, Workability I, and Transition Partnership Program, and other workforce development programs.
- Development and retrieval of information, statistics, and graphs via computer.
- Participates in the planning and implementation of Tech Prep.
- Remains current with job market information, statistics, and graphs via computer.
- Serves on committees as assigned.
- Assists in budget and long-range planning of Career Technical Education and Workforce Development programs.
- May serve on management negotiations team as required.
- Serves as a member of Management Advisory Council.
- Ensures all reports for Perkins 131 and 132 are completed.
- Writes T2 and Workability I contract, and monitors and reports process.
- Performs other related duties as assigned.

Revised 5/28/09

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SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of overall objectives.

SUPERVISION EXERCISED

Employees in this classification may train, assign work, and supervise personnel as it relates to the operational unit.

This work consists of moderately complex and responsible technical and administrative duties within a departmental unit.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%) Walking (15%) Sitting (70%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (3)

Pushing and/or
Pulling Loads (1) Reaching
Overhead (2) Kneeling or
Squatting (3)

Climbing Stairs (2) Climbing Ladders (0)

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