



Leadership • Collaboration • Support

JOB TITLE: Director, College/Career Readiness and Youth Development

Certificated Directors Salary Schedule, Range 2

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Serves as the administrator for the College and Career Readiness (CCR) and Youth Development divisions. Works with local and regional partners to develop and implement college and career readiness pathways that include developmentally appropriate work-based learning opportunities for high and middle school students. Works as a liaison with the California Department of Education, Department of Labor, college and career organizations, and post-secondary institutions. Supports local education agencies (LEAs) in their work related to building and sustaining high quality college and career readiness pathways and youth development opportunities. Works as part of the Educational Services Team to provide technical assistance, professional learning, coaching, Differentiated Assistance and other support to districts and schools related to college and career readiness. Also supports the team with Local Control Accountability Plans (LCAPs) and grant initiatives to support with leveraging funding opportunities for the Solano County Office of Education (SCOE) and in partnership with districts and outside agencies, as appropriate

ESSENTIAL DUTIES

- Effectively directs and supervises the designated staff and evaluates their performance.
- Facilitates communication and coordinates with partners (e.g. districts, business and industry, community/state agencies, and colleges) to develop college and career programs, pathways, expanded CCR and youth development opportunities.
- Provides leadership and technical support to Solano County LEAs in the area of CCR through SCOE District and School Support and Differentiated Assistance teams.
- Develops and puts measures in place to sustain partnerships with business, industry, and post-secondary institutions for the purpose of CTE pathway implementation and sustainability.
- Remains current with job market information locally and nationally.
- Provides leadership and management necessary to support LEAs to meet or exceed federal

and state performance measures.

- Actively promotes college and career readiness and youth development both regionally and statewide.
- Leads in the budget and long-range planning for the CCR and youth development programs.
- Seeks resources which support the priorities of CCR and youth development.
- Participates in local and state meetings, training workshops/conferences, and other relevant meetings related to CCR and youth development.
- Keeps informed of current federal and state CCR and youth development initiatives.
- Develops dual enrollment opportunities and articulations between LEAs and the community college.
- Develops professional learning activities for CCR and youth development teams.
- Engages in professional learning in partnership with the District and School support team.
- Leads and provides guidance in the development of CCR and youth development programs in collaboration with Juvenile Court and Community Schools (JCCS) administration and Probation.
- Serves as a member of Management Advisory Council (MAC) and the Chief Administrative Team (CAT).
- Performs related duties as assigned.

MARGINAL DUTIES

- Serves on committees as assigned.
- May serve on management negotiations team as required.
- May supervise and evaluate classified and certificated staff.

KNOWLEDGE AND ABILITY

- Demonstrates deep knowledge of Career Technical Education (CTE) Standards and relevant content areas.
- Demonstrates knowledge in CTE and CCR funding opportunities, such as, K12 Strong Workforce Program and Career Technical Education Incentive Grant.

- Knowledge of laws, regulations, job market locally and nationally, employment trends, and community and state resources affecting assigned programs.
- Ability to think strategically.
- Demonstrates ability to create innovative CTE opportunities to students and school districts.
- Demonstrates knowledge and use of a rich array of instructional approaches, resources, and technologies in the relevant content area(s).
- Demonstrates strong interpersonal problem solving and organizational skills required to effectively facilitate coaching and staff development.
- Communicates clearly and concisely, both orally and in writing.
- Ability to work effectively and collaboratively with teachers, site administrators, and district administrative staff to accomplish CCR goals.
- Ability to identify and effectively partner with local resources agencies supporting career development for at-risk youth.
- Ability to use judgment and remain objective in matters that require discretion and sensitivity.
- Highly qualified in instructional practices, knowledgeable in content and technology integration and skilled in the practices of coaching.
- Ability to manage data, budget oversight, write reports, and maintain all aspects of grant compliance.
- Strong technology skills in up-to-date computer software, including word processing, database, spreadsheet, presentation, and online communication.

QUALIFICATIONS

- California Supervisory or Administrative Services Credential.
- Valid California clear single subject, or multiple subject teaching credential required.
- At least 3 years of experience in Career Education or closely related field.
- Master's degree in the area of Education is highly desired.
- Valid California driver's license and personal vehicle for travel required.

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 (30%) Walking (15%) Sitting (55%)

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)