

**BERKELEY UNIFIED SCHOOL DISTRICT**

**Human Resources Department  
CLASSIFICATION DESCRIPTION**

03.08.16 drr

<b>TITLE:</b>	<b>Program Supervisor, Career and Technical Education</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Educational Services</b>	<b>CLASSIFICATION:</b>	<b>Certificated Administrator</b>
<b>FSLA:</b>	<b>Exempt</b>	<b>WORK YEAR/ HOURS</b>	<b>210 days per fiscal year 8 hours per day</b>
<b>APPROVED: Board</b>	<b>03/23/16</b>	<b>SALARY GRADE:</b>	<b>Certificated Management Schedule 13 Range 19</b>

**BASIC FUNCTION:** This position will support the District’s goal of developing and implementing Career and Technical Education (CTE) programs District-wide by realizing the vision of a balanced educational experience that equips all students with the knowledge and skills to excel in college and careers. The position will develop and sustain the areas and opportunities in accordance with the Career Technical Education Framework for California Public Schools.

**REPRESENTATIVE DUTIES:** Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

Implement the Board mandate to develop a course of study for education and training for CTE

Sustain and develop the following areas and opportunities in accordance with the Career Technical Education Framework for California Public Schools -- middle school introductory CTE courses; high school CTE courses, stand-alone or sequential; partnerships with regional occupational centers and programs as well as employers; integrated academic and CTE programs, such as partnership academies that include career linked or contextualized learning opportunities; career pathways that integrate academic and CTE programs and incorporate some course work from high school CTE courses and from regional occupational consortium; and career exploration opportunities like surveys, internships and volunteer opportunities, as well as job placement

Develop, coordinate and supervise stand-alone courses and sequential pathways

Work with District staff to ensure all secondary school students and families have an awareness of CTE opportunities in the District and in the community

Work with District staff to ensure all secondary students are presented with sound equitable educational options

Work with District staff to develop additional career pathways and opportunities within the District and in the community

Develop and maintain productive working relationships with community and state agencies, regional CTE consortiums, area businesses, industries, and labor organizations

Engage District community in the development of the CTE Program to ensure that the Program fulfills the District’s values of Excellence, Equity, Engagement and Enrichment

Facilitate CTE District community events

Select, coach, supervise and evaluate assigned CTE staff

Provide periodic communications to the community on workforce trends, youth employment opportunities, post-secondary training, and trade opportunities

Develop project and class schedules

Supervise all components of CTE Program, including fiscal management and mandated reports

**Performs related duties as assigned.**

**MINIMUM QUALIFICATIONS:**

**TRAINING, EDUCATION AND EXPERIENCE:**

Any combination equivalent to: a bachelor's degree; a minimum of three years working in CTE programs in a public education, community college or non-profit agency setting; and a minimum of one year of experience with project management, budget preparation, program planning, program evaluation and supervising staff.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential, Valid California Teaching Credential, Valid California Driver's License, and employment eligibility that may include fingerprints, tuberculosis and/or other employment clearance

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Instructional programs, methods, and practices that accelerate student learning and achievement

Leadership development practices and effective supervision

California standards, curriculum frameworks as well as current research-based practices and trends as they relate to work scope

Adult learning principles and change management theory

Effective professional development practices, including data-based inquiry

Efficient fiscal practices

**ABILITY TO:**

Support, monitor and evaluate instructional program effectiveness

Use, analyze and develop action plans from data

Manage allocated budget and procure additional funds from external sources

Implement collaborative and team building processes

Plan, implement and monitor high-leverage professional development

Effectively facilitate dissent, conduct difficult and constructive conversations

Provide timely and actionable feedback

Provoke, inspire and motivate people to make progress toward goals

Read, interpret, apply and explain rules, regulations, policies and procedures

Communicate effectively both orally and in writing

Work effectively across diverse communities

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment, constant interruptions, travel to various locations to conduct District business, evening and weekend work as directed/required.

**PHYSICAL DEMANDS:**

Consistent mental alertness; hearing and speaking to exchange information in person and make presentations; dexterity of hands and fingers to operate a computer keyboard; seeing to monitor various activities and read documents, and view computer monitors; sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light objects; and mobility to get to and move around sites.