



# **SAN MATEO UNION HIGH SCHOOL DISTRICT**

## **CERTIFICATED JOB DESCRIPTION**

**JOB TITLE:** **CAREER TECHNICAL EDUCATION COORDINATOR**  
**(Teacher on Special Assignment – TOSA)**

**REPORTS TO:** Director, Adult School

**SITE:** District Office

**CLASSIFICATION:** Certificated

**WORK YEAR:** 205 days

**SALARY:** 30 hours/week Adult School Certificated Salary Compensation Schedule

**APPROVED BY THE BOARD OF TRUSTEES: August 8, 2019 EFFECTIVE DATE: August 1, 2019**

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### **JOB ESSENTIAL FUNCTIONS:**

1. Provides instructional leadership and curriculum oversight for Career Technical Education programs.
2. Develops CTE offerings that implement the school's and consortium's plan to create pathways for students to enter family sustaining careers
3. Works with the SMAS Director and ACCEL Executive Director to align CTE offerings with those of the consortium's adult schools.
4. Assists Transition Navigators in providing students with high quality career exploration and guidance.
5. Plans, organizes and monitors budgets that support Career Technical Education including locating grant funding opportunities.
6. Ensures the program reflects regional or local labor market demands and focuses on current or emerging high-demand, high-wage jobs.
7. Works to create industry recognized credentials, certificates and appropriate post-secondary or employment pathways.
8. Serves as liaison to local businesses and trade organizations.
9. Attends workshops and relevant professional development at the San Mateo County Office of Education and other educational agencies in order to facilitate and disseminate CTE best practices.
10. Work with ESL and High School Equivalency programs to develop career awareness curriculum for their programs.
11. Collects and reports data from CTE classes and student performance.
12. Serves as liaison to community college Workforce Development Directors and CTE programs and attend quarterly Tech Prep meetings at community colleges.
13. Performs other duties as assigned.

### **Employment Standards:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Trustees, students parents and the general public.

## **QUALIFICATIONS:**

### **Education/Training Experience**

- Minimum of five years high school teaching experience.
- Substantial commitment to and experience participating in professional learning activities.
- Experience leading or facilitating professional development desired.
- Knowledge and experience using a variety of effective instructional strategies including best practices in language and literacy development.
- Knowledge and proficiency effectively integrating technology into instruction.
- Experience with and/or previous training in developing culturally responsive pedagogy /curriculum & instruction.
- An understanding of and commitment to *cultural proficiency*.
- An understanding of and effective strategies for formative assessment practices.
- Experience having led formal professional development/adult learning.
- Demonstrated ability to lead collaborative efforts to improve student achievement.
- Knowledge and experience using various technology tools and software platforms such as Microsoft Office Suite including Excel; Google Docs; and Aeries.

### **OTHER REQUIREMENTS:**

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

### **DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of any emergency.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.