

**MT. DIABLO UNIFIED SCHOOL DISTRICT**  
**DIRECTOR, COLLEGE & CAREER READINESS**

**Primary Function**

Under general supervision, will assume oversight and responsibility for the oversight and facilitation of district wide College & Career Readiness Initiatives. This includes oversight of the Career Pathway/Career Technical Education (CTE) program and the early college credit opportunities, including dual enrollment programs. Serves as district representative with community, local, and state organizations and programs. Provides leadership to district and site staff in developing/maintaining a vision of student learning as it relates to College & Career Readiness, including the Career Pathways/CTE program, and early college credit opportunities.

**Directly Responsible To**

Director of Secondary Education

**Supervision**

Program Specialist, College & Career Readiness  
Coordinator, Career Transition Specialist  
Work Based Learning Coordinators & Liaisons  
Career Pathway Counselors/Dual Enrollment Counselors  
Supervises and evaluates other assigned certificated and classified staff.

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

1. Lead implementation of Career Pathways/CTE programs, work-based learning opportunities and early college credit opportunities, including dual enrollment programs. **E**
2. Provides support and oversight for Career Pathway/CTE programs and early college grants and initiatives, including progress of identified performance targets and timelines. **E**
3. Assists in the preparation and administration of the budgets in the programs and areas of CTE and Career Pathways. Assists in the preparation and administration of the budgets related to Early College Credit, including Articulation and Dual Enrollment.
4. Leads the district with course development, scheduling, staff development/in-service, and all aspects of effective Career Pathways/CTE programs, work based learning and early college credit opportunities, including dual enrollment programs. **E**
5. Provides oversight to the College & Career Readiness department (including the Program Specialist, College and Career Readiness, & Coordinator, College and Career Transition Specialist) in identifying, developing, and improving business engagement and work-based learning opportunities for students. **E**
6. Supports the College & Career Readiness department (including the Program Specialist, College & Career Readiness & Coordinator, College and Career Transition Specialist) in working with other professionals, appropriate agencies, and the community, post-secondary partners in relation to Career Pathways/CTE program development and in relation to regional efforts to expand work based learning opportunities for students.

7. Provides guidance and resources to sites related to college and career instructional materials.
8. Consults with District, site leadership and teachers regarding implementation of Career Pathways/CTE programs, work based learning, and early college credit opportunities, including dual enrollment programs.
9. Collaborates with schools and district departments to promote parent awareness of Career Pathways/CTE programs, work based learning, and early college credit opportunities, including dual enrollment programs.
10. Interacts with Instructional Support Department regarding initiatives pertaining to the core content areas, career pathways/CTE, early college credit, work based learning, and college career readiness.
11. Supports the College & Career Readiness department in providing professional development sessions to schools that highlight academic success, career exploration, CTE, work-based learning, and early college credit, as well as college/career planning activities for parents, teachers, counselors, and administrators.
12. Supports College & Career Readiness department in developing, coordinating and effectively utilizing industry advisory committees as needed and/or appropriate.
13. Prepares and conducts presentations regarding Career Pathway/CTE programs, work based learning and early college credit opportunities, including dual enrollment to various stakeholders.
14. Supports the Program Specialist, College & Career, in aggressively pursuing grant opportunities and alternative funding sources to support Career Pathway/CTE program development.
15. Pursues grant opportunities and alternative funding sources to support early college opportunities, including dual enrollment programs.
16. Attends regional and state college and career in-service meetings and professional conferences to keep abreast of new developments and instructional improvements.
17. Establishes and maintains rapport, communications, and cooperative working relationships with district administration, schools, teaching and non-teaching personnel, and other individuals or groups involved with college and career.
18. Oversees and supports schools in the development and implementation of early college opportunities, including articulation and dual enrollment; this includes partnering with post secondary partners to identify early college opportunities.
19. Develops and supports schools in implementation of systems of support for Career Pathway/CTE students and for students enrolled in dual enrollment programs.
20. Attends job-related meetings and activities specified by the Director, Secondary Education.
21. Performs additional duties as assigned by the Director, Secondary Education.
22. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Director, Secondary Education.
23. Performs other job-related duties as assigned.

### **Qualifications**

1. Knowledge of the principles of adult learning and staff development.
2. Ability to work effectively with all segments of the educational community and general public.
3. Ability to initiate and coordinate programs and projects.
4. Knowledge of personal computers, computer hardware and software.

5. Knowledge of career pathways, Linked Learning and academies.
6. Ability to facilitate groups and skill in using the collaborative process.
7. Ability to exercise good judgment and tact.
8. Knowledge of basic elements of instruction.
9. Ability to speak, write and communicate effectively with all stakeholders in the community.
10. Ability to assemble and analyze data, and make appropriate recommendations for action.
11. Skill in logical thinking and the ability to explain difficult materials in a clear manner.
12. Knowledge of budget development, maintenance, and evaluation.
13. Ability to design and implement procedures.
14. Knowledge of district operations and procedures.
15. Awareness of Career Pathway design, research in college and career readiness, integrated curriculum and assessment, community and national initiatives and resources.
16. Ability to effectively manage projects.
17. Ability to operate standard office equipment including computers, effective use of software applications, including Word, Power Point, Excel, and other technology solutions.
18. Proficiency in the use of Student Information Systems and data analysis tools.
19. Knowledge of District policies, applicable sections of the state Education Code and other laws and regulations
20. Ability to interpret, apply and explain rules, regulations, policies, and procedures as they relate to college and career readiness

### **Education, Training, and Experience**

1. Successful experience as a classroom teacher for at least five years.
2. Experience and knowledge designing and implementing college and career pathway, work based
3. learning.
4. Progressive experience in roles of responsibility in providing leadership in a school or district setting.
5. Post graduate work in school administration, curriculum, and instruction, or a related field.
6. Possession of a valid administrative services credential.
7. Experience as a leader at the site or district level.
8. Experience in directing/supervising the work of others.
9. Experience in professional development training.

#### Sample Physical Abilities:

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.