

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EXECUTIVE DIRECTOR, CAREER EDUCATION

BASIC FUNCTION: Under the direction of the Associate Superintendent of Student Services, plan, organize, coordinate and lead the effort to provide Career Education programs to students in Ventura County; collaborate with local school districts and the business community to lead the development and implementation of innovative and compelling instructional programs to deliver career education; support learning approaches allowing for multiple pathways of success for all students; forge new and compelling programs based on collaborative partnerships to leverage resources, and be comfortable with marketing, networking and serving as an advocate for career education.

REPRESENTATIVE DUTIES:

Represent VCOE to the Business Community, local school districts, Workforce Investment Board, and other collaboratives. Expand the network of schools and businesses working collaboratively in support of Career Education (CE);

Serve as an advocate and public spokesperson for career education by seeking out opportunities to educate the community; forge new partnerships and market CE programs through public speaking events and engaging with the local business and education communities;

Identify and develop new funding models and sources in support of CE in ways that efficiently leverage fiscal resources across multiple agencies;

Provide technical advice to schools and districts in support of implementation of Career and Technical Education Standards and Common Core State Standards;

Direct, assign and supervise the operations of the Career Education Center in all facets of its operations; including support activities such as facilities maintenance, clerical assistance, and transportation;

Plan, prepare and monitor budgets for VCOE CE programs, review and approve expenditure requests according to established procedures;

Interview, hire, train, supervise and evaluate assigned classified and certificated staff; discipline, terminate and recommend increases for assigned staff according to established procedures, guidelines and principles;

Lead the development and oversight of VCOE CE offerings through periodic program reviews and ensuring alignment with and responsiveness to the VC labor market;

Plan, coordinate and facilitate professional development within VCOE CE and in the broader context of VCOE in support of CE programs and initiatives statewide as needed;

Work closely with other VCOE departments, using approved software and other measurement tools;

Prepare and maintain a variety of records and reports required for compliance with State, federal and local laws, codes, rules, regulations, policies and procedures;

Analyze and recommend appropriate measures to comply with State and federal mandates and best instructional practices in support of CE;

Prepare a variety of reports regarding the labor market in Ventura County, Workforce Development, CE Programs and related activities. Present reports to VCOE, local school districts and businesses and the Ventura County Board of Education as required;

Participate and attend a variety of meetings, conferences and other gatherings representing VCOE as assigned;

Promote positive coverage of school activities and programs;

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Policies and objectives of CE programs in California including CTE standards;

Building collaborative partnerships through planning, organization, leveraged resources and coordination of school programs, activities, and services;

Business and Workforce Development Strategies and practices. Budget preparation and control;

Curriculum development and implementation;

Program Evaluation including Qualitative and Quantitative Measures; Teaching theories and techniques;

Principles and practices of administration, supervision and training;

Applicable sections of the State Education Code and other applicable State and federal laws, codes, regulations, policies and procedures related to Career and Technical Education; Interpersonal skills using tact, patience and courtesy;

Oral and written communication skills.

ABILITY TO:

Communicate effectively with other schools, outside agencies, parents, students, and the public;

Plan, organize and control school programs and activities to provide educational and administrative leadership to the professional staff and students at designated County and district school sites;

Plan, direct and supervise the work of school site leaders in support of CE;

Provide responsible and professional staff assistance and management in the education program;

Train, supervise and evaluate the performance of assigned staff;

Prepare, administer, monitor and control an annual program budget;

Maintain current knowledge of program rules, regulations, requirements, and restrictions;

Prepare and deliver oral presentations;

Direct the preparation and maintenance of a variety of narrative, statistical, and financial reports and files;

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: minimum of Master's Degree in Education or a related field; five years teaching experience or its equivalent; district level leadership in program development, budget

oversight, contracts, MOUs and compliance; grant writing, fundraising, and building collaborative partnerships.

LICENSES AND EXPERIENCE:

Valid Administrative Credential and applicable Teaching Credential or its equivalent; valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Is subject to inside environmental conditions; subject to driving to County sites to conduct work, including visits to classrooms and program sites; may be required to use personal vehicle in the course of employment, may be required to attend periodic evening meetings and/or to travel within and out of the county boundaries to attend meetings; may be required to work weekends.

PHYSICAL ABILITIES:

Require vision (which may be corrected) to read small print and observe accuracy of reports and documents;

Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects and to operate computer equipment and standard office equipment; hearing and speaking to exchange information and to conduct presentations; sitting and standing for extended periods of time.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

HAZARDS:

Exposure to community members, students, parents, and personnel who may become hostile, disorderly, or exhibit physically aggressive behavior.