



## EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM AND TECHNICAL CENTER

1501 Del Norte Street, West Covina, CA 91790 • (626) 962-5080 • Fax (626) 472-5125

### DIRECTOR OF EDUCATIONAL SERVICES

#### DEFINITION

Under the direction and supervision of the Superintendent or designee, provide oversight and supervision to ensure a high level of quality of secondary ROP/CTE programs and serve as a principal for the Margett Pathway Academy. Make recommendations for sequenced courses within CTE career pathways based on local labor market needs to prepare students for college and industry certifications for careers. This is a certificated management position contingent upon annual contract renewal.

#### EXAMPLES OF DUTIES

1. Direct and supervise the Career Technical Education (CTE) instructional programs and the Margett Pathway Academy (Community Day School).
2. Train, supervise, and evaluate staff within the Educational Services Department and Community Day School program.
3. Work closely with District administrators and CTE personnel to align and expand career pathway opportunities for students.
4. Responsible for updating and maintaining an accurate master ROP class schedule.
5. Obtain and monitor student data to evaluate effectiveness of instructional programs and collaborate with Partner Districts to recommend, develop, and facilitate the implementation of instructional program changes leading towards industry certifications and job placement of students.
6. Oversee the development and maintenance of articulation agreements with post-secondary institutions providing students with the opportunity to receive college credits for successfully completing ROP courses.
7. Maintain current ESGVROP/TC course content and training plans aligned with approved State and Federal standards and initiatives, set by the California Department of Education and the State Superintendent's Office, industry standards, job market, and post-secondary articulations.
8. Develop and secure University of California (UC) approval for new integrated Career Technical Education classes that meet UC's requirements for A-G approval.
9. Oversee and maintain WASC accreditation requirements and provide leadership during the WASC accreditation renewal process.
10. Compile information, as needed, and prepare a variety of reports related to CTE programs, activities and/or grant funding applications and activities.
11. Assimilate and evaluate data, in order to prepare clear comprehensive reports and make sound recommendations, based upon the data.
12. Supervise and evaluate CTE instructors and management staff assigned to various high school sites, continuation high schools, and the Margett Pathway Academy.
13. Plan, coordinate, and provide professional development in-services, staff meetings, and instructional resources to improve overall instructor performance related to instructional quality.
14. Oversee, maintain, and ensure compliance of all certified programs according to applicable regulations and guidelines, including required reports, records, and instructional activities.
15. Maintain effective communication with CTE instructors and provide assistance to ensure quality career training programs and services.
16. Work with leadership and instructional staff on classroom facility planning, assignments, equipment acquisition, contracts, and procurement of instructional resources in compliance with CTE related funding requirements.

17. Serve as a liaison to Educational Services staff, regarding course outlines, curriculum, and CTE standards.
18. Monitor, evaluate, and provide technical training related to effective instructional performance and program compliance, in accordance with applicable laws, including, but not limited to, community classroom and CVE instructional methodologies.
19. Assist and train instructors and instructional support staff, with timely and accurate procedures and recordkeeping, including (but not limited to): class attendance, timesheets, student records, problem reports, discipline, incident reports, community classroom, CVE, articulation agreements, etc.
20. Monitor instructor absences and substitute coverage to ensure quality instructional programs.
21. Evaluate, monitor, and maintain direct communications with business office staff, in regards to instructional resources and/or supplies for the improvement of instructional programs.
22. Assist with monitoring and improving instructor budgets and requests for instructional supplies.
23. Maintain open communication and relationships with ROP Counselors and conduct regular Counselor meetings.
24. Oversee essential staff processes, including participation in the recruitment and hiring of qualified instructors in the various subject areas.
25. Troubleshoot and resolve problems and issues related to CTE classes and the Community Day School.
26. Recommend and initiate student recruitment strategies for CTE classes.
27. Train, supervise, and evaluate staff within the Educational Services Department and Community Day School program.
28. Other duties as assigned.

#### **REQUIRED QUALIFICATIONS**

1. A Master's degree or equivalent.
2. Possession of a valid Administrative Services or Designated Subjects Supervision and Coordination credential and a valid teaching credential.
3. A minimum of three years successful teaching experience and a minimum of one year successful administrative/supervisory experience.
4. Experience with CTE instructional programs at the high school level; knowledge of articulation with post-secondary education; experience in curriculum development.

#### **DESIRED QUALIFICATIONS**

Experience with at-risk youth and alternative education.

#### **KNOWLEDGE OF**

1. Principles of effective organizational management, leadership, supervision methods, and techniques.
2. Current practices in career technical education including new programs, materials, methods, and equipment and the 11 Elements of High Quality CTE Programs.
3. Laws, regulations, and policies related to secondary and post-secondary instructional programs, including instruction, supervision and coordination of classroom and work-based learning.
4. District policies and procedures relative to curriculum, instruction, supervision and evaluation.
5. Curriculum development, effective instructional strategies and techniques, program design, assessment, and evaluation procedures.
6. Course approval, sequencing, and articulation processes.
7. Technology, as it relates to instruction and equipment procurement.
8. Knowledge of community resources, work settings, employment conditions and trends.

9. Current state and national legislation affecting secondary and post-secondary career technical education.
10. School and program accreditation standards and requirements, including (but not limited to): WASC, COE, California State Department of Health, Los Angeles County EMS, CAAHP.

### **ABILITY TO**

1. Motivate, encourage, and provide positive supportive leadership to instructional staff.
2. Instruct, train, evaluate, and supervise assigned staff.
3. Provide advice and consultation with respect to current practices in career technical education, especially high school ROP programs.
4. Interpret and administer statutes, regulations, and policies concerned with the legal responsibilities of high school ROP programs.
5. Assimilate and evaluate data in order to prepare clear comprehensive reports and make sound recommendations based upon the data.
6. Conduct effective in-service and training activities at specific sites.
7. Utilize technology.
8. Communicate clearly and effectively with individuals and/or groups.
9. Establish and maintain cooperative and effective working relationships.

### **PHYSICAL ABILITY**

While performing the duties of this job, the employee is frequently required to use hands and fingers to handle, feel objects, tools or controls, talk, or hear. The employee is frequently required to walk and sit. The employee is frequently required to stand, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

### **WORK ENVIRONMENT**

Employees in this classification work without guidance from the Superintendent or designee; deal with a high volume of work and tight deadlines; travel to the different high schools and colleges; and work indoors in an office environment. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

### **SALARY PLACEMENT**

Schedule D

*This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.*