



## **Director of CTE Pathways and Career Readiness - Grant Funded**

### **Job Summary:**

Under the general direction of the Executive Director of Educational Services, the Director of CTE Pathways & Career Readiness provides leadership in the planning, development, implementation, and oversight of career technical education (CTE) pathways, workforce development, Dual Enrollment, and grant-funded initiatives. This role ensures alignment between K-12 education, postsecondary institutions, and industry partners to prepare students for high-wage, high-demand careers. The Director manages pathway development, work-based learning opportunities, industry collaboration, and funding compliance, ensuring that SGVROP's CTE programs effectively support student success and regional economic growth.

### **Representative Duties**

#### **Leadership in CTE Pathways & Career Readiness:**

- Develops, implements, and evaluates CTE pathways and workforce development programs that align with regional labor market trends, industry needs, and state and federal education policies.
- Collaborates with local school districts, community colleges, universities, and industry leaders to establish seamless career pathways that integrate academic, technical, and employability skills.
- Oversees curriculum alignment efforts, ensuring high school coursework articulates with college programs, industry certifications, dual enrollment, pre-apprenticeships, and work-based learning models.
- Partners with businesses and industry leaders to create career-connected learning opportunities, including internships, job shadowing, pre-apprenticeships, industry mentorships, and capstone experiences.
- Promotes equity-driven policies that expand student access to CTE programs and address barriers to participation in underrepresented communities.

#### **Grant & Funding Management:**

- Identifies, applies for, and manages state, federal, and private grants to support CTE, career readiness, and workforce development initiatives.
- Assists with grant compliance, ensuring timely reporting, data collection, and alignment with program objectives.
- Collaborates with business services staff to develop and manage budgets, funding allocations, and resource planning for CTE programs.
- Works with educators and administrators to ensure that grant-funded programs meet performance targets and accountability measures.



### **Community & Industry Engagement:**

- Leads marketing and outreach efforts to promote CTE pathways, career exploration, and workforce development programs to students, parents, and the community.
- Establishes and maintains strong partnerships with industry leaders, workforce development boards, and economic agencies to ensure CTE pathways align with employer needs.
- Serves as the primary liaison between SGVROP and businesses, postsecondary institutions, and community organizations to expand career and technical education opportunities.
- Develops and oversees advisory boards for each CTE pathway to ensure ongoing industry input, program relevance, and alignment with labor market demands.
- Represents SGVROP at local, regional, and state-level meetings and conferences related to career technical education, workforce initiatives, and economic development.
- Prepares and delivers reports, presentations, and publications to communicate the impact of CTE pathways, workforce programs, and industry collaborations.
- Leads regional and state-level collaborations on CTE program improvement, labor market alignment, and career readiness initiatives.
- Performs other duties as assigned.

### **Program Development & Continuous Improvement:**

- Utilizes data-driven strategies to analyze student enrollment, retention, completion, and workforce outcomes, making recommendations for program enhancement.
- Implements strategies to increase student engagement, employer participation, and postsecondary transitions.
- Ensures that CTE programs align with California's College & Career Indicators (CCI).
- Develops and implements professional development opportunities for instructors, counselors, and administrators to strengthen career pathway alignment and work-based learning integration.

## **Minimum Qualifications**

### **Education & Experience:**

- Master's degree or above from an accredited college or university.
- At least three (3) years of experience in administration, grant management, or educational leadership.
- A valid California Career Technical Education Teaching Credential or an equivalent Education Credential is required.
- A valid California Administrative Services Credential or CTC-issued Certificate of Eligibility appropriate for K-12 public school administration.

### **Additional Qualifications:**

- Possession of a valid California Class C Driver's License is required



- Proof of valid car insurance.
- Demonstrated experience in career pathway development and industry-aligned curriculum design.
- Experience with grant writing, funding compliance, and budget management.
- Strong knowledge of state and federal policies governing CTE, workforce development, and career readiness programs.
- Duties may include supervising programs at various locations, including evenings and weekends.

## **Knowledge, Skills & Abilities**

### **Knowledge of:**

- Career Technical Education (CTE) models, including apprenticeships, dual enrollment, and work-based learning.
- State and federal funding sources for CTE and workforce development programs.
- Labor market trends and industry-aligned skill development.
- Strategic planning, program development, and grant compliance.
- Equity-driven policies and best practices in career pathway expansion.
- Marketing, outreach, and public engagement strategies for career education.
- Experience in program evaluation, student success metrics, and data-driven decision-making.

### **Ability to:**

- Lead the development, expansion, and alignment of career pathways.
- Identify funding opportunities and manage grant implementation.
- Collaborate effectively with K-12 educators, postsecondary partners, and industry leaders.
- Analyze program data and student outcomes to drive continuous improvement.
- Advocate for CTE policies and workforce initiatives at the local, state, and national levels.
- Manage multiple projects, deadlines, and stakeholder expectations effectively.
- Deliver effective presentations and written reports to diverse audiences.
- Build strong partnerships with businesses, higher education institutions, and workforce agencies.

### **Work Direction, Leadership, and Supervisory Responsibilities:**

- Supervises and provides strategic oversight to classified employees, instructional staff, grant-funded personnel, and work-based learning coordinators.

### **Physical & Mental Demands:**

- Requires the ability to travel between school sites, industry locations, and regional meetings.



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- Requires the ability to sit, stand, walk, bend, and lift light materials(up to 10 lbs).
- Requires strong organizational, multitasking, and problem-solving skills.

**Additional Requirements:**

- Clear TB Screening Results
- Clear Live Scan Results
- Official College Transcripts
- Valid I.D. or Driver's License