

**SAN MATEO COUNTY OFFICE OF EDUCATION
EXECUTIVE DIRECTOR, COLLEGE AND CAREER TECHNICAL EDUCATION (CTE)**

JOB SUMMARY:

Under the direction of the Associate Superintendent, the Executive Director will oversee, direct, plan and organize the initiatives related to College and Career Readiness in San Mateo County schools and San Mateo County operated programs. The Executive Director will work with industry, workforce agencies, higher education and local school districts to enable all schools to grow, expand and enhance dual enrollment, career technical education and postsecondary pathways for all students.

ESSENTIAL DUTIES:

- Provide direction, guidance and supervision of Coordinators to ensure the implementation of cohesive and high quality CTE education and services
- Develop new and sustain existing industry partnerships
- Collaborate with county partners including higher education institutions, Adult Education committees, workforce agencies, chambers of commerce and county action groups
- Create, manage and lead industry specific committees and other countywide College and Career Ready initiatives
- Develop and expand upon work based learning experiences offered throughout the County;
- Provide leadership in local, regional and state curriculum approval processes
- Assess potential inequities in dual enrollment and CTE course access and provide supports and plans

- Current research into effective teaching and learning for students and adults
- Current issues surrounding the regulatory systems of C.E

SKILLS AND ABILITY TO:

- Plan, organize, coordinate and implement the educational services, training activities, instructional resources and support functions of an assigned subject or instructional area for local school districts to enhance student learning and achievement
- Provide consultation and technical assistance concerning assigned subject or instructional area and related content, standards, requirements, principles, practices, techniques and procedures
- Manage and provide strong leadership for staff
- Design, develop, implement and conduct training and professional development activities for faculty, staff and administrators concerning assigned subject or instructional area
- Facilitate groups from industry, workforce agencies, higher education and school districts in planning, problem solving and decision making
- Collaborate with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds
- Prepare and deliver oral presentations
- Interpret, apply and explain laws, codes, regulations, policies and procedures

EDUCATION AND EXPERIENCE:

- Master's degree from an accredited college or university in education or related field
- Minimum of 2 years School Site Administrative Experience (Secondary Preferred)

LICENSES AND OTHER REQUIREMENTS:

- Valid California Teaching Credential authorizing teaching at the secondary level
- Valid Administrative Services Credential

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment
 Driving a vehicle to conduct work

PHYSICAL ABILITIES:

Ability to operate a computer
 Ability to gather, read and understand information from text
 sitting or standing for extended periods of time