

2 Positions Available

April 5, 2018



RECRUITMENT ANNOUNCEMENT

- JOB TITLE:** CTE Administrator
A valid Teaching and Administrative Services Credential is required
- WORK YEAR:** 12 Months/ 224 Days (prorated based on date of hire)/ Full-Time, 7.5 hours per day
- START DATE:** As soon as possible
- AREA OF ASSIGNMENT:** Career Technical Education Center
Chico, CA
- SALARY:** Schedule 1, Range 16, \$347.61-\$443.67 Daily, Placement dependent on experience
- BENEFITS:** Generous benefits package that includes Medical, Dental, and Vision for employee and dependents. Sick leave accrued. Life Insurance provided for employee
- HOW TO APPLY:** Visit:
- DEADLINE:** Wednesday, April 25, 2018 at 4:00 P.M.

POSITION DESCRIPTION:

Under the direction of the Senior Director of Workforce Development and Business Partnerships, the Administrator for Career Technical Education (CTE) assists in the management of the Butte County Career Technical Education Center (CTEC) by planning, developing, maintaining, supervising and evaluating all aspects of CTE. The Administrator is responsible for advising and providing technical assistance at local, regional and statewide levels in accordance with the 11 Elements of High Quality CTE, College and Career Indicators (CCI), Local Control Accountability Plan (LCAP) and other relevant measures.

EXAMPLE OF DUTIES: [May include, but is not limited to the following.]

1. Develop, supervise and maintain CTE programs, grants, contracts, policies and procedures to assure compliance and effectiveness
2. Maintain post-secondary accreditation, strategic plan & Title IV certification and oversee Federal Student Aid program

3. Monitor and provide financial reporting, ensure quality and relevancy of instruction, operate cost effective programs and guarantee compliance with Education Code and administrative guidelines
4. Identify CTE staff development needs and provide in-service opportunities
5. Recruit, hire, orient, supervise and evaluate certificated and classified staff
6. Provide direct coaching and mentoring, to build and support CTE instruction and leadership capacity
7. Provide CTE technical assistance to local, regional and state CTE providers to support the 11 Elements of High Quality CTE, College and Career Indicator (CCI), Local Control Accountability Plan (LCAP) and other CTE measures
8. Research, garner, develop, submit, and manage contracts
9. Work with industry to support CTE activities that ensure rigor and relevance of CTE programs
10. Represent the Butte County CTEC at various state, regional and local meetings and conferences
11. Develop comprehensive statistical program data information, monitor budgets and provide financial reporting
12. Other administrative duties as assigned

QUALIFICATIONS:

KNOWLEDGE OF:

1. Current trends related to Career Technical Education and best practices
2. State and Federal laws, regulations and legislation pertaining to CTE
3. Career Technical Education and Academic Content Standards
4. Local, regional and statewide CTE training needs
5. CTE funding opportunities
6. Online learning delivery platforms
7. Strategies for successful monitoring and negotiation of service contracts

ABILITY TO:

1. Effectively plan, schedule, coordinate and conduct workshops, seminars, conferences and meetings
2. Identify program needs and alternatives, and ensure the achievement of established goals and objectives
3. Make public appearances and give effective presentations
4. Communicate effectively, orally and in writing
5. Establish and maintain effective working relationships
6. Assist in budget development, management and review
7. Travel as necessary to perform duties (locally, statewide, nationally)

EXPERIENCE AND TRAINING:

1. Valid California Teaching Credential required
2. Valid Administrative Services Credential required
3. Bachelor's Degree required, Master's Degree preferred
4. Five or more years of extensive and progressive experience in education with three years in Career Technical Education
5. Valid California Drivers' License, automobile insurance and own transportation

PHYSICAL REQUIREMENTS:

Occasional (less than 25%)

Ability to bend and twist, stoop, and kneel

Ability to lift 25 pounds

Ability to carry 15 pounds

Ability to stand for extended periods of time

Often (25 – 50%)

- Sufficient mobility to move about the work environment
- Ability to safely drive a motor vehicle
- Ability to stand for extended periods of time

Very Frequent (76%)

- Sufficient mobility to stand and move around offices and rooms to make presentations
- Ability to work at a desk, conference table, or in meetings of various configurations
- Ability to see for purposes of reading printed matter and observing staff
- Ability to hear and understand speech at normal levels
- Ability to communicate so others will be able to clearly understand
- Ability to operate office equipment for completion of forms, grants and reports
- Ability to reach in all directions

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

OTHER:

1. To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.
2. FINGERPRINTING FOR CONDUCTING A BACKGROUND INVESTIGATION IS REQUIRED and completed upon offer of employment.

TO APPLY:

Visit:

Online applications only; no paper copies will be accepted. All online applications must be accompanied by the following attachments; (incomplete applications will not be accepted):

- **Cover Letter**
- **Resume**
- **Three Letters of Recommendation**
- **Copy of Teaching and Administrative Services Credential print out from CTC:**
<https://www.ctc.ca.gov/commission/lookup>
- **Copy of Bachelor's Degree or Transcripts**

E-mail: ddavis@bcoe.org

Affirmative Action/Equal Employment Opportunity/Handicapped IX Employer
Deaf individuals may use the toll-free California Relay Service (CRS). If you have a TTY: (530) 532-5650. If you do not have a TTY: 1-800-735-2922. Upon CRS connection, ask for 530-532-5785 for more information about this recruitment.

****Upon offer of employment the following is required:**

1. Newly employed personnel shall present student copies of transcripts with the registrar's signature or copies of official transcripts with the registrar's signature or grade reports/credit certificates with an official seal and registrar's signature to verify initial placement on the salary schedule.
2. Newly employed personnel shall be responsible for securing and presenting to the Human Resources Department all documentation required for unit verification and/or in support of salary schedule placement. All documentation must be received within thirty (30) days following the effective date of the initial contract. Failure to present required documentation within the thirty (30) day period will result in the withholding of salary warrants until such documents are placed on file
3. Copy of a valid California Driver's License and liability insurance.