

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

---

<b>TITLE:</b>	Director, Career Readiness	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	College and Career Readiness	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	January 20, 2016	<b>SALARY:</b>	E-27/Management Salary Schedule

---

**BASIC FUNCTION:**

Accountable for improving student achievement through the effective management of assigned functions and activities; plan, organize, control, and direct department policy supporting programs and activities related to career readiness for students, career and technical education, workforce development, and business community engagement to provide timely delivery of high quality services to staff, sites and community; organize and interpret data regarding students and programs as it relates to the District accountability model.

**REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Plan, organize, coordinate and direct the activities of the District Career Education, After School and Expanded Learning Programs, Guidance and Counseling or Workforce Readiness (WFR) initiatives. *E*

Develop short and long range implementation plans for following the recommendations of the Superintendent's Commissions and Taskforce Reports to provide timely delivery of high quality services to students, families, sites and the community in support of students learning at grade level and beyond. *E*

Develop and recommend Board policies and administration regulations related to the District Career Education, After School and Expanded Learning Programs, Guidance and Counseling or Workforce Readiness (WFR) initiatives. *E*

Develop and implement strategic long and short-term plans and activities to accomplished stated goals. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; perform analysis of student and programmatic data and report regularly, including data supporting district and department goals. *E*

Develop and manage a system that monitors and updates curriculum across the district and supports teachers in their curriculum development and improvement efforts to assist in the efficient and effective operation of the department. *E*

Develop and maintain connections with business and community organizations and leaders. *E*

Communicate and collaborate with other administrators, teachers, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*

Supervise and evaluate the performance of assigned staff on a regular basis and provide clear, constructive Feedback to improve staff effectiveness; interview and select highly qualified employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *E*

Develop the annual budget for an assigned department; analyze programs and review budgetary and financial data to ensure accuracy; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District. *E*

Attend or chair a variety of meetings; represent the District in collaborative/partnerships/tasks forces with the City, County, human services agencies, institutions of higher education, business/industry, and judicial and law enforcement agencies as assigned by the Superintendent or designee. *E*

Supervise grant funded programs which may include ASES, Century 21, Perkins Programs, Regional Occupational Programs, Workforce Investment Act, Agriculture, Business, Health Careers, Home Economics Careers and Technology. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree and five years supervisory experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; valid California Administrative Services Credential and/or Teacher's Credential may be required based on assignments and/or area(s) of responsibility.

Special Requirements:

This position may be required to work some evening and weekend activities.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Philosophy and curriculum of school-to-career programs.

Budget preparation and control.

Current applicable laws, codes, regulations, policies, and objectives.

Curriculum frameworks.

Principles and practices of management.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer to enter data, maintain records and generate reports.

Labor Relations law and employee contracts.

Accurate record-keeping techniques.

Oral and written communication skills.

District organization, operations, policies, objectives and goals.

**ABILITY TO:**

Direct, plan, organize and administer the policies and the activities of the district as it relates to CTE.

Analyze situations accurately and adopt an effective course of action.

Prepare comprehensive narrative and statistical reports.

Prepare and deliver presentations using appropriate technologies.

Supervise and evaluate performance of assigned staff.

Work independently with little supervision.

Direct, plan, and organize work to meet schedules and timelines.

Prepare comprehensive narrative and statistical reports.

Communicate, understand and follow both oral and written directions.

Organize, interpret and manage data using appropriate technologies.

Work collaboratively and build positive relationships with a diverse group of stakeholders.

Focus and appropriately allocate resources toward identified goals.

Manage change and design an effective system of reporting progress and monitoring results.  
Negotiate skillfully in difficult situations and create solutions to promote compromise.  
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Actively participate in meeting District goals and outcomes. Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment, driving a vehicle to conduct work; constant interruptions; contact with dissatisfied or abusive individuals.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; seeing to monitor programs and activities; sitting for extended periods of time; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist, and kneeling or crouching to retrieve files from cabinets and shelves.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

***E= Essential Functions***