

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager III, Pathways Leading to Career Readiness	REPORTS TO:	Executive Officer, School Leadership
DEPARTMENT:	Career Technical Education	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-26/Management Salary Schedule

(Former Classification: Manager, Technical Education)

BASIC FUNCTION:

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students; plan, organize, and direct the overall functioning and management of career-themed pathway programs in secondary education to provide students access to a variety of high quality learning options and CTE activities to achieve their personal best; oversee CTE curriculum; lead and manage the implementation of a comprehensive Professional Learning program for instructional staff; supervise and evaluate the performance of assigned personnel and provide clear constructive feedback to improve staff effectiveness.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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, and direct the overall functioning and management of career education, and instructional programs; oversee curricular selection and adoptions. *E*

Develop short and long range implementation plans following the recommendations of the Superintendent's Commission on Workforce Readiness and Career Technical Education Operations district to provide high quality learning services for students, families, sites and the community in support of students learning at grade level and beyond. *E*

Develop, enhance and support district efforts to implement effective Pathways Leading to Career Readiness throughout secondary education to support students in demonstrating the character and competencies for workplace success. *E*

Provide support schools in the area of career readiness, including the development and maintenance of an effective communication system for students and families as they make decisions about high school pathways. *E*

Lead and manage the implementation of a comprehensive Professional Development program for instructional staff to support pathways. *E*

Collaborate and provide support to principals and elementary, middle, and high school offices in meeting identified instructional goals of the District. *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; oversee and provide leadership to Regional Instructional Specialists. *E*

Develop and maintain standards for all subject areas in CTE; lead district efforts around the development and maintenance of a-g curriculum within the career and technical education area. *E*

Work with site leadership to interpret and analyze school improvement and achievement data; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with in established guidelines; serve as a facilitator among teachers and administration in the development and maintenance of Standards. *E*

Serve as liaison between the District and community; represent the District at various meetings and community-related functions, and on District-wide committees and task forces. *E*

Develop and carry out strategic long and short-term plans, programs and activities to support the implementation of the district curriculum and instructional programs. *E*

Direct preparation and maintenance of a variety of narrative and statistical reports, records and files. *E*

Communicate and collaborate with other District personnel and departments to coordinate activities and programs, resolve issues and conflicts, and exchange information and accomplish District stated goals; conduct meetings. *E*

Develop and prepare the annual budgets for assigned content areas and instructional programs to ensure the financial stability of the District; analyze and review budgetary and financial data for accuracy; monitor and authorize expenditures in accordance with established guidelines. *E*

Supervise, monitor, and evaluate career educational initiatives to ensure effective implementation and adjust to maximize student achievement. *E*

Write or assist in writing grants and re-application for funding of assigned programs and instructional support programs to obtain sufficient funding to support student achievement. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree and five years management experience; classroom teaching experience in career education is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver’s License; Administrative Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and management of assigned instructional programs.
- Educational administration principles, practices, and regulations.
- Instructional practices, programs, curricula, frameworks, and standards.
- Interpersonal skills using tact, patience and courtesy.
- Evaluation approaches, strategies, and techniques.
- Accurate Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies, and procedures.
- Labor Relations law and employee contracts.
- Operation of a computer to enter data, maintain records and generate reports.
- District organization, operations, policies, and objectives.

ABILITY TO:

Plan, organize, control, and direct the overall functioning and management of assigned content areas or instructional programs.

Provide direction and support to directors, coordinators, and staff of Instructional Services in support of district goals and initiatives.
Serve as liaison between the district and community.
Investigate grievances and complaints.
Communicate, understand and follow both oral and written directions effectively.
Interpret, comprehend, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction and many interruptions.
Plan and organize work to meet schedules and time lines.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Make presentations and deliver in-services in area of specialty.
Demonstrate loyalty and high ethical standards.
Learn new or updated computer systems and programs to apply to current work.
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 and school site environment; driving a vehicle to conduct work; moderate and high stress working with short timelines; occasional contact with dissatisfied individuals.

PHYSICAL ABILITIES:

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

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