DEFINITION

Under the general supervision of the Vice President of Academic Affairs, this position will consist of a variety of duties including the management and operational functions of the Career and Technical Education (CTE) Teacher Pathways Program in Teacher TRAC.

DUTIES AND RESPONSIBILITIES

1. Assists the Director of Teacher TRAC in the implementation of and managing the daily operations of the Chancellor’s CTE Teacher Preparation Pipeline Grant.

2. Assists the Director of Teacher TRAC in maintaining accurate records of the students served by Chancellor’s CTE Teacher Preparation Pipeline Grant funds and provides reports as requested under grant guidelines.

3. Supervises, develops, and coordinates recruitment and marketing, orientation, assessment, screening, registration procedures, internships and workshops for future CTE teachers.

4. Assists in supervising support personnel necessary for project implementation and completion.

5. Facilitates staff development for instructor teams of CTE faculty.

6. Assists the Director of Teacher TRAC with the preparation of project reports.

7. Develops promotional brochures, publications and website directed at future CTE teachers.

8. Develops agendas for committee meetings and facilitates the CTE Teacher Pathways Program Steering Committee meetings.

9. Coordinates curriculum development process and program pathways with CTE Faculty, CTE Counselor, K-12 and university partners.

10. Maintains liaison and correspondence with industry, working professionals, high school ROP programs, universities, and other partners that are part of the assigned program.


12. Performs other related duties as assigned.
QUALIFICATIONS

Required:

1. Bachelor’s degree from an accredited college or university (preferably in the field of occupational studies, vocational education, industrial technology, or a related field).

2. A minimum of two years of formal training, internship or leadership experience that is reasonably related to the assignment.

3. Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, ethnic, cultural, socioeconomic, and disability background of the student/community populations.

4. Knowledge and understanding of the philosophy and objectives of the community college.

5. Ability to effectively communicate (orally and in writing) and work with administration, faculty, staff, students, business and community groups.

6. Ability to develop and present programs and information using current technologies in a variety of public venues.

NOTE: This is a temporary categorically funded position under the California Community College Teacher Preparation Pipeline Grant Agreement. (Period: May 1, 2007 – May 31, 2008)