



## MANAGER, COLLEGE AND CAREER READINESS PROGRAMS

**Reports to:** Director, College and Career Readiness  
**Division:** Educational Services

### Our ideal candidate

You have a background in career technical education and represent our office and your assigned programs effectively with school districts, business and industry, and other stakeholders. You are an excellent communicator, both orally and in writing. You are able to balance multiple competing priorities. You are entrepreneurial, with experience pursuing program funding through grants, contracts, partnerships, and other initiatives.

### General description

Under general direction of the Director of College and Career Readiness, the Manager, College and Career Readiness Programs is responsible for managing one or more college and career readiness programs, including but not limited to Career Technical Education (CTE) and Regional Occupational Programs (ROP). The manager is responsible for ensuring that required goals and outcomes are met in order to improve and increase college and career readiness throughout program service area(s).

Incumbents in this class are assigned to a position managing one or more assigned College and Career Readiness programs.

### Specific duties and responsibilities

1. Develop, implement, and manage one or more assigned college and career readiness programs, including but not limited to: drafting grant applications and budgets, administering projects, analyzing program outcome data, representing program in reviews and audits, and creating required reports.
2. Hire, supervise and evaluate classified program staff for CTE and ROP programs.
3. Collect, research, and analyze data in order to develop program proposals, evaluate program outcomes, modify and improve programs, and publish related reports.
4. Provide leadership and expertise regarding state and federal standards and required elements for high quality career technical education.
5. Serve as advisor/liaison with participating districts, charter schools, business/industry, and government agencies.
6. Develop and implement activities to promote CTE.

## MANAGER, COLLEGE AND CAREER READINESS PROGRAMS

7. Perform other related duties as assigned.

### Requirements

Bachelor's degree and at least three years of supervisory experience, or a combination of training, education and experience which provides the required knowledge and abilities.

### Knowledge of:

- Principles and practices of program administration and professional development
- Budget development and management
- Current principles and practices in college and career readiness
- Local, state and national laws and policies affecting college and career readiness
- Program development and evaluation
- Effective grant writing strategies
- Principles and practices of grant accounting
- Data collection and management methods
- Principles and practices of supervision
- Strategic planning
- Group facilitation methods and practices
- Standard written and spoken English
- Standard office productivity software

### Ability to:

- Communicate effectively, both orally and in writing
- Research, write and present reports
- Write and manage grants
- Interact with and maintain cooperative relationships with diverse levels of staff and the community
- Lead and work effectively with groups to accomplish goals and meet deadlines
- Operate a computer and other office equipment and related software programs
- Work independently, exercise sound judgment, and assume responsibility for completion of tasks
- Train, assign, coach, and evaluate the work of staff
- Coordinate work of third parties over whom one has no supervisory authority
- Work with frequent interruptions



**MANAGER, COLLEGE AND CAREER READINESS PROGRAMS**

- Adapt to diverse populations, environments, and requirements
- Sufficient visual acuity to read written materials and computer screens
- Sufficient hand-eye coordination and finger dexterity to write and use a computer keyboard, mouse or other pointing device

**Licenses and certificates**

Valid California driver’s license and the use of a dependable automobile

**Working conditions**

Work is performed in a typical modern office environment. Local travel to a variety of locations, as well as extensive overnight travel (involving both driving and air travel), is required. Occasional attendance at evening and weekend meetings and events is also required.

**Management salary range 17**

Approved by the Personnel Commission:

June 27, 2002

Revised:

June 29, 2006

July 19, 2012

June 28, 2018 (title change only)

December 20, 2018