



## POSITION DESCRIPTION

### Career Technical Education Programs Supervisor

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**Position** ..... Career Technical Education Programs Supervisor  
**Department/Site** ..... Career, Technical and Continuing Education  
**FLSA** ..... Exempt  
**Evaluated by** ..... Dean of Career, Technical and Continuing Education  
**Salary Range** ..... 10

#### **Summary**

Under general direction of the Dean of Career, Technical and Continuing Education, the position of Career Technical Education (CTE) Programs Supervisor acquires and implements special projects designed to serve all students and increase access to high quality instruction. Primary assignment includes, but is not limited to, project coordination of all CTE grants, including Perkins, Strong Workforce, and other grants as assigned.

#### **Essential Duties and Responsibilities**

- Manages federal- and state-funded grants awarded by the California Chancellor's office. Analyzes grant guidelines, requirements, and regulations. Develops proposal, collaborates with partners, prepares budget. Applies for and wins grant awards. Sets up framework, deliverables, and products--timelines. Implements activities effectively and efficiently, manage funds. Maintains and grows relationships with stakeholders. Delivers, produces, and reports progress and final status.
- Provides administrative support to assigned instructional units (e.g., Automotive Technology, Water Technology, Construction Management, etc.).
- Builds partnerships and alliances that advance the mission of the District, identifies initiatives that include potential revenue opportunities that support the vision.
- Liaisons to all District partners. Maintains and nurtures productive and trusting relationships.
- Maintains positive working relationships with other departments on campus.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Ensures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

#### **Knowledge, Skills and Abilities**

- Knowledge of secondary and post-secondary school systems and related governance.
- Requires in-depth knowledge of applicable federal, state, regional, county, and local regulations.
- Knowledge of vocational/career technical education programs.
- Knowledge of course and program articulation.
- Knowledge of the California community college system.
- Knowledge of the Perkins and Strong Workforce grant programs and reporting requirements.



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- Knowledge of federal and state workforce development programs relevant to the position (e.g. WIOA, CAEP).
- Knowledge of the role of advisory councils in program development and ongoing effectiveness.
- Knowledge of local, regional and state-level course and program approval processes.
- Knowledge of various software programs, and commonly used office equipment.
- Management skills in budget formation and administration.
- Demonstrate proficiency in the legislative and budgetary process with specialization in career technical education (trend analyses and revenue generation).
- Develop partnerships and stakeholder relationships that effectively transition students through an efficient process and results in master/academic success and promotion.
- Build and maintain intra and interagency relationships which are essential to build the collaboration that serves all learners across institutions.
- Participate in hiring, evaluation, and supervision of others.
- Provide marketing and promotions to increase the awareness of specific college programs.
- Plan, organize, and implement major events relative to specific college programs.
- Accurately maintain statistical information for reporting purposes.
- Interpret District policy and regulations, Education Code, and other appropriate governing laws.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to effectively work with local, regional and statewide industry government and educational partners to advance workforce development objectives.
- Ability to interpret and analyze local, regional and statewide data related to the position.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

#### **Education and Experience**

- Possession of a bachelor's degree, with a minimum of three years of experience implementing grants and managing special projects governed by local, state, and federal regulations.

#### **Licenses and Certificates**

- Requires a valid driver's license.