Manager, CCPP - Curriculum & Professional Development

FLSA Status: Exempt
Pay Grade: 22
Job Title ID: 171501
Job Series/Job Family: College Support Systems & ISD Relations Series / CCPP Family (Grant Funded)

Reports To

Executive Director, CCPP

Job Purpose

To plan, develop and implement quality Career and Technical Education (CTE) programs in the Austin Independent School District (AISD) including curriculum development, professional development and training activities; ensure that all College and Career Preparatory Programs, activities and courses meet applicable requirements.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Directs and supervises the activities of all College and Career Preparatory Programs/Career and Technical Education.
2. Directs the development and implementation of curriculum instructional planning guides for all courses including instructional strategies, curriculum standards, and assessment.
3. Designs and implements quality Career and Technology Education (CTE) programs and evaluates effectiveness.
4. Analyzes program facilities, equipment and materials; makes recommendations in relation to necessary changes.
5. Develops, organizes, implements, and tracks professional development and training opportunities for CTE teachers to improve educational practice.
6. Provides technical assistance to high schools in relation to developing and/or revising career pathways and majors.
7. Analyzes program offerings and staffing.
8. Provides technical assistance for compliance with local, state, and federal policy.
9. Coordinates with teachers to ensure the provision of high quality education.
10. Develops post-secondary opportunities for students including college articulations and dual credit approvals for CTE courses.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Career and Technical Education curriculum
- Federal Grants - Carl D. Perkins
- Industry skill standards
- Processes and standards for planning and implementing professional development
- Instructional strategies, curriculum standards, and assessment
- Processes for evaluating and determining program effectiveness
- Career pathways and majors
- Supervisory principles, practices, and methods

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Managing college and career preparatory program activities.
- Developing curriculum instructional guides.
- Analyzing complex information.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment.

Work Experience

Required

- Five years career and technology education teaching experience.

Education

Required

- Bachelor's degree in Education.

Preferred

- Master's degree.

Licenses/Certifications

Required

- Professional teaching certification in CTE subject area; Valid Texas driver's license.

Preferred

- Supervisory or Mid-Management Certification.

Other

Required

- Reliable transportation for local Austin area travel.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.