

## Manager, CCPP - Instructional Support

**FLSA Status:** Exempt

**Pay Grade:** 22

**Job Title ID:** 17154

**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 program evaluation. To plan, develop, and implement quality Career and Technical Education (CTE) programs in the Lockhart Independent School District (LISD), including curriculum development, professional development, budget development and management, and program evaluation.

### Description of Duties and Tasks

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

#### **Required**

1. THE FOLLOWING DUTIES ARE IN REFERENCE TO AUSTIN ISD:Assists in the development and implementation of curriculum instructional planning guides for various Career and Technical Education (CTE) courses including instructional strategies, curriculum standards, and assessment.
2. Designs and implements quality CTE programs and evaluates effectiveness. Coordinates with AISD evaluator for implementation of various program evaluations.
3. Analyzes program facilities, equipment and materials; makes recommendations in relation to necessary changes.
4. Develops, organizes, and implements training opportunities for CTE teachers to improve educational practice.
5. Facilitates CTE program implementation and/or improvement.
6. Provides technical assistance to schools in relation to developing and/or revising career pathways and majors.
7. Coordinates with teachers to ensure the provision of high quality education.
8. Analyzes program offerings and staffing.
9. Provides technical assistance and training for compliance with local, state, and federal policy.
10. Responsible for CTE data submissions for PEIMS to Texas Education Agency and Performance Based Management and Analysis System submission.
11. Develops post-secondary opportunities for students including college articulations and dual credit approvals for CTE courses; tracks teacher submissions and student registrations through the Career and Technology Management Application (CATEMA).
12. Directs and supervises AISD campus bookkeepers and budget specialists or guidance personnel to ensure compliance with either financial or procedural aspects of the grant.
13. Develops and assists in the design of communication components such as website and marketing brochures.
14. THE FOLLOWING DUTIES ARE IN REFERENCE TO LOCKHART ISD:Provides administrative on-site supervisor for district's CTE programs approximately once weekly.
15. Organizes and manages CTE programs.
16. Provides fiscal oversight of all locally and federally allocated CTE funds.
17. Writes and submits Carl D. Perkins grant and Capital Area College Tech Prep grant.
18. Provides curriculum oversight to ensure rigor and relevance in all CTE programs.

19. Establishes a coherent sequence of courses within each CTE program area.
20. Pursues available and applicable industry-recognized student certification/licenses and program certification.
21. Provides facility overview and/or update including recommendation for improvements and expansion opportunities.
22. Develops and/or maintains an advisory committee.
23. Assists with professional development opportunities to enhance teachers", counselors", and administrators" skills and understanding of CTE.

### **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 technology curriculum.
- Processes and standards for planning and implementing professional development.
- Industry skills standards.
- 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, including occasional evenings and weekends.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Managing college and career preparatory program activities.
- Developing curriculum instructional guides.
- Organizing, implementing, and tracking professional development and training opportunities.
- Analyzing complex information.
- Effectively supervising, leading, and delegating tasks and authority.
- Making verbal and written presentations.
- 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**

- Must have reliable transportation for local area travel.
- 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 teaching experience in Career and Technical Education.

### **Education**

#### ***Required***

- Bachelor's degree in Education.

### **Licenses/Certifications**

#### ***Required***

- Professional teaching certification; Valid Texas Drivers License.

### **Other**

#### ***Preferred***

- Supervisory or Mid-Management Certification.

### **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.