

Manager, CCPP - Program Development

FLSA Status: Exempt

Pay Grade: 22

Job Title ID: 17155

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. Assist teachers in modifying instruction to meet student needs more effectively.
2. Conduct demonstration lessons.
3. Observe classes and provide appropriate feedback to teachers and administration.
4. Support teachers and campuses implementing new and innovative programs.
5. Encourage teacher participation in workshops and conferences.
6. Assist teachers with writing effective lesson plans.
7. Work with CTE teachers and campus administrators to identify and address needs to CTE teachers.
8. Assist in curriculum development and alignment, needs assessments, and program evaluations.
9. Assist teachers in implementation of professional growth activities, as well as assisting first-year teachers in the mentoring program.
10. Determine when out-of-district training is necessary.
11. Research best practice related to specialized areas and secure appropriate training.
12. Design and implement training workshops.
13. Schedule activities and programs.
14. Secure consultants, speakers, and presenters.
15. Establish a database to track attendance and follow-up on all scheduled training.
16. Conduct evaluations related to scheduled training.
17. Support external evaluator with acquisition and analysis of campus and district data.
18. Analyze data to assist teachers in planning instruction.
19. Develops and/or maintains advisory committees.

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.
- Processes and standards for planning and implementing professional development.
- Industry skills standards.
- Education and instructional theories, methodologies, techniques, and principles.
- 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.
- Maintaining confidentiality of work related information and materials.
- 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.
- Organizing, implementing, and tracking professional development and training opportunities.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 20 pounds
- Subject to walking, standing, sitting, bending, reaching, kneeling, pushing, and pulling.
- Work is routinely performed in an office or classroom environment.

Work Experience

Required

- Five (5) years teaching or related work experience, Including some work experience in Career and Technical Education.

Education

Required

- Bachelor's degree in Education or field related to Career and Technical Education.

Preferred

- Master's degree.

Licenses/Certifications

Required

- Professional Teacher's certificate; Valid Texas Drivers License.

Other

Required

- Must have reliable transportation for local area travel.

Preferred

- Supervisory or Mid-Management Certification; Texas Teacher Certification in Career and Technology.

Safety

Required

- Provide resources for safe operation of units. Provide financial and human resources to help eliminate

identified safety hazards. Create and support a workplace safety culture by leadership and example.