

Executive Director, CCPP

FLSA Status: Exempt

Pay Grade: 99

Job Title ID: 22132

Job Series/Job Family: Administrator Series / Administrator Family

Reports To

Vice President of Instruction

Job Purpose

To direct all Austin ISD (ASID) career and technical education programs, supporting an external review of current AISD programs and implementing any recommendations resulting from that review. Serve as liaison between Austin Community College and Austin ISD.

Description of Duties and Tasks

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

Required

1. Observes and facilitates effective classroom instruction at both the middle and high school levels, in concert with the campus principal, to ensure that students are receiving quality instruction in quality programs and that high academic standards drive the curriculum.
2. Oversight of AISD local and federal funding.
3. Hires and supervises all program management staff within the College and Career Preparatory Programs (CCPP) budget.
4. Assists principals in locating, recruiting, selecting, and supporting qualified staff for all CCPP classes and facilitates improvement in performance as needed.
5. Working with AISD Transportation Services, develops and coordinates a system for in-district transportation of students between campuses for CCPP classes.
6. Working with AISD principals and HR staff, evaluates the teaching and industry certifications of all CCPP staff. Determines areas of need and facilitates opportunities to obtain certification.
7. Ensures effective integration between and among vertical and horizontal systems for College and Career Preparatory Programs to enhance student achievement. Analyzes the critical needs in assigned areas; conducts team efforts to design, implement, measure, and refine assigned programs.
8. Guides collaborative efforts to support effective delivery of services. Communicates openly and effectively, and manages resources to support district goals.
9. Advises the VP, CSS/ISDR on matters regarding assigned programs/services; and provides information, advice, and documents to the staff, administrators, and others as necessary.
10. Develops and directs the plans and guidelines for the assigned programs and services; researches and investigates appropriate modifications for College and Career Preparatory Programs; develops and maintains programs, activities, and services which meet students' academic and career needs; provides materials, guidance, and direction for teachers, campus staff, and parents; initiates and provides professional development opportunities for related programs; visits campuses, provides on-site support, and attends meetings as necessary.
11. Analyzes program facilities, equipment, and materials, and makes recommendations for needed changes.
12. Coordinates assistance to requesting departments; represents the department in meetings involving district, community, or state/agency representatives as necessary; and completes required reports, maintains records, and monitors financial activities.
13. Recommends, hires, orients, trains, and evaluates assigned employees, and monitors and coordinates

development of programs. Coordinates contractual services as needed.

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 practices and principles.
- Working with K-12 and post-secondary staff, programs, and services; customers and constituents, both internal and external to the AISD District and Austin Community College.
- Academic policies and procedures.
- TEA/federal-related rules and regulations.
- Human Resources/Supervisory practices and principles.

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

- Conducting team efforts to design, implement, measure, and refine programs and services.
- Maintaining confidentiality of work related information and materials.
- Implementing communication and collaboration between and among various areas of the organization to enhance service delivery and program development.
- Implementing integration and interaction of vertical and horizontal systems to guarantee the support of high student achievement and customer satisfaction.
- Directing the work of others.
- Organizing and delegating subordinate departmental responsibilities.
- Effectively communicating through oral and written presentations.
- Analyzing complex information and implementing long-range and immediate plans.
- Maintaining an established work schedule.
- Multi-tasking and meeting deadlines and timelines.
- Effective interpersonal relations, organization and planning.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting and moving of objects up to 10 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is normally conducted in an office environment with routine local travel.

Work Experience

Required

- Five years related work experience, including teaching experience and secondary career and technical education administration experience.

Preferred

- More than five years related Senior-level management experience in higher education.
- Experience with federal, state, and local Perkins grant processes, terminology, and related documentation.

Education

Required

- Master's degree in education, or an area of career and technical education, or related field.

Safety

Required

- Provide resources for safe operation of units. Create and support workplace safety.