

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Career Readiness	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	Director II	FLS Code: College Career Readiness	SALARY: Range 70 Salary Schedule E
REPORTS TO:	Director III, College and Career Readiness	CABINET APPROVAL:	8-16-2021
		HR REVISION:	7-24-2023
		CABINET APPROVAL:	9-05-2023

BASIC FUNCTION:

The Director will provide administrative leadership for a broad range of issues and activities that relate to college and career readiness such as; grant management, pathway development, Linked Learning integration, coordination of professional learning opportunities, and advisory boards.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Plan and oversee annual Career Technical Education related grants, partnership academies (CPA) and provide district services to and letter of intent. **E**

Oversee the district's new pathway process. **E**

Provide principles with professional development involving the mandated re Career Partnership Academy grants and other CTE related funding sources.

Develop and implement fair and equitable processes for resource allocation
Work with service providers to eliminate duplicate services related to CT school sites. **E**

Collaborate with Tech Services to certify year-end California Longitudinal (CALPADS) data related to dual enrollment and California and Technical E

Oversee, supervise, and evaluate performance of assigned personnel. **E**

Research, compile, generate, prepare, analyze, and review District data, correspondence, analytical studies, and reports. **E**

Provide leadership in curricular and instructional areas by participating in cross-departmental collaboration to ensure student success in post-secondary life and entry into a chosen career field and/or programs that offer students multiple options. **E**

Assist with the development and management of a process for monitoring, evaluating, and supporting the pathway teams that includes clearly defined teaching expectations and academic rigor reaching high quality status. **E**

Chair key committees for Small Learning Communities/Linked Learning professional development; conduct or attend administrative or Linked Learning management team meetings, counselor groups, and middle school team meetings. **Tw 1.72 Tw 2 Tc 0.011 Tw 1.72 Tw 2 Tc 0.019<</MCID 7 >>BDC /TT1 1**

- Standardized, performance-based, and other assessments.
- Computer software applications relevant to educational assessment and research.
- Methodology used in educational research design and statistical analysis.
- Theory and practice related to student learning and educational measurement.
- School district organization, operations, policies, and objectives.
- Standard statistical and qualitative methodologies (e.g.