

## CTE-LINKED LEARNING PROGRAM SUPERVISOR

### DEFINITION

Supervises, leads, plans, and participates in all communications and operations including the coordination and oversight of the administrative functions and requirements for an assigned Career Technical Education (CTE) Linked Learning area

### TYPICAL DUTIES

Supervises, assigns, coordinates, and evaluates the work of classified staff involved in CTE-Linked Learning activities such as:

Dual enrollment pathway establishment, implementation, documentation, evaluation, and communication.

Work-based learning outreach and partnerships with local employers.

CTE-Linked Learning pathway partnerships and related events.

Reviews and streamlines administrative and operational processes to increase and ensure program efficiency.

Leads the implementation and coordination of activities, meetings, and events related to CTE-Linked Learning programs.

Leads and oversees the communication with higher education institutions, external businesses, and/or industry leadership to formulate program opportunities and expansion plans.

Monitors budgets for CTE-Linked Learning programs and ensures program compliance with respective grants.

Reviews the work of lower-level staff, which includes budget monitoring and grant compliance, procurement processes, development of needs assessments and improvement plans for the program, and professional development, to ensure end-results for respective programs are on-track for completion.

Develops and oversees CTE-Linked Learning enrichment opportunities in career pathways during summer and other school breaks.

Provides professional development to teachers, principals, and other school site staff regarding the CTE-Linked Learning program processes to promote and assist with student enrollment in the programs.

Provides information sessions concerning the CTE-Linked Learning program to schools, parents and students.

Approves marketing materials for CTE-Linked Learning programs for schools to disseminate.

Recommends utilization of grant funds to leadership and grant related personnel.

Assists with the preparation of supporting grant documentation by relaying pertinent information to grants and funding staff.

Represents the office at internal and external meetings and events related to CTE-Linked Learning.

Performs other duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A CTE-Linked Learning Program Supervisor supervises a unit involved in the CTE-Linked Learning initiative and leads the communication and processes of CTE-Linked Learning classified personnel.

A CTE-Linked Learning Coordinator performs a variety of administrative duties in support of the CTE-Linked Learning office, using specialized knowledge and experience in one of the fifteen industry pathways.

An Administrative Analyst performs a variety of journey-level duties that are oriented primarily toward the analysis of systems and procedures, organization and management, work-flow and distribution, work simplification, and improvement in efficiency.

## SUPERVISION

General supervision is received from a certificated CTE-Linked Learning Administrator or designee. General supervision is exercised over CTE-Linked Learning Coordinators and other lower-level classified personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of supervision
- Principles of career development and guidance
- College and career trends
- Community College Guided Pathways
- Community College structures related to career pathways
- Grant implementations and reporting
- California CTE Model Curriculum Standards and Frameworks
- Project management methodology
- Current and future trends relating to industry pathways
- Basic procedures, methods, and techniques of procurement and budget preparation and control
- Principles of public relations
- Applicable laws, codes, regulations, policies, and procedures
- Microsoft Office (Word, Excel, Outlook, PowerPoint, Access)

### Ability to:

- Plan and organize work
- Interpret, apply, and explain applicable laws, codes, rules, and regulations
- Ability to investigate and understand common administrative and budgetary problems
- Analyze problems and communicate and implement solutions
- Develop and implement detailed project management plans and manage project process
- Analyze, interpret, and explain project budgets
- Appropriately allocate resources toward program goals and activities
- Plan and organize work to meet deadlines
- Establish and maintain working relationships with District personnel, representatives of other organizations, and the public
- Prepare clear, concise reports
- Communicate effectively both orally and in writing

Exercise tact and good judgment

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with bachelor's degree, preferably with a major in business, finance, public administration, business administration or a related field. Additional qualifying experience may be substituted on a year-for-year basis for up to two years provided that the requirement of a high school diploma or equivalent is met.

### Experience:

Three years of experience in college and career development, Career Technical Education (CTE), or other related programs, or a combination thereof, involving the development and oversight of CTE pathways, monitoring grant compliance and budget, and liaising with external organizations. One year of experience in a lead capacity is preferable.

### Special:

A valid license to drive in California and the availability of private transportation or the ability to utilize an alternative method of transportation

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
06-01-2023  
MCV