

Classification Description

Career and Technical Education Manager

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

Summary of Scope of Classification

This class is accountable for providing leadership at our 287 Career & Tech Center (located at Hennepin Technical College - Eden Prairie) and specifically providing leadership for developing our Career and Technical Education (CTE) program, Pathways. Responsibilities in this class include developing our CTE programming in collaboration with our Member Districts and developing programming for District 287 ALC and Setting IV special education students. The Career Technical Education Manager coordinates all CTE programming while also serving in a leadership capacity related to organization and site effectiveness.

Education and Experience

- Minimum of five years experience with CTE programming at the site or district level.
- Degree in Education Leadership, Curriculum and Instruction or related field preferred. Years of experience can be a substitute for preferred degrees.

Licensure Requirements

- Must have a valid MN Teaching license or Career and Technical Education license
- Preferred school administrator license (principal, director, Secondary Local Vocational Program Director, or related field).

Knowledge, Skills, and Abilities

- Knowledge of:
 - CTE best practices and programming
 - Career & Industry Advisory Board Structure and Purpose
 - Perkins Grant funding structure and requirements
 - Regional Consortium activities and membership
 - CTE Programs of Study and Approval Process
 - SAAP State Reporting and Program Models for Alternative Programming
 - Early Middle College programming
 - MTSS Structure and Implementation
 - Use of data to affect decision-making
 - Relevant Federal and state law and district policies/procedures
 - K-12 laws, rules and regulations for CTE, ALCs, and Special Education
 - Evidence-based practices shown to increase enrollment and student achievement
 - Culturally relevant teaching and learning practices
 - Adult learning principles

Reports to
Principal for CTC

Department
Career & Technical
Education

Bargaining Unit
Unaffiliated

FLSA Designation
Exempt

- Leadership practices that address racial bias, predictability, and systemic racial inequities
- Skills in:
 - Accessing and leading grant programs that build our CTE program
 - Strong oral and written communication
 - Customer service and interpersonal skills
 - Providing leadership to staff in a collaborative approach
 - Building and maintaining safe and welcoming environments
 - Synthesizing feedback into actionable steps
 - Google Apps, digital content creation, graphing program data
 - Building collaborative partnerships
 - Navigating various systems to resolve outstanding items
 - Task completion and follow-through
- Ability to:
 - Demonstrate best practices in a variety of teaching methods and to model a repertoire of teaching skills
 - Manage multiple competing priorities effectively
 - Ensure that the student body in our CTE program is reflective of the racial demographics of our District and our Member Districts
 - Develop and maintain positive and collaborative relationships with Member Districts and professional CTE organizations
 - Work with individuals from diverse backgrounds and communication styles
 - Display district-level data collection, management, and analysis
 - Read and interpret documents accurately for content and appropriateness for intended purpose and the relate content succinctly to the intended audience
 - Compile and analyze data to recognize patterns and/or errors depending on the situation
 - Produce accurate, timely, user friendly and reliable reports and maintain accurate records with the ability to verify all data contained in reports
 - Document processes, requirements, issues and outcomes
 - Work effectively and collaboratively in a team environment with a variety of groups, including administrators, colleagues, and third party administrators to plan, develop and implement projects successfully
 - Be results-oriented and flexible in dealing with a fast paced, rapidly changing environment

Essential Functions

- Lead the District approach to Career and Technical Education programming including advancing enrollment opportunities for students, supporting the articulation and advisory meetings of CTE teachers, and acting as the 287 representative for the Hennepin West Consortium
- Manage planning at all levels of the district in coordination with district and site leaders
- Collaborate with the site CTE administrative team on furthering District 287's equity work and vision

- Develop partnerships with local businesses and facilitate them joining advisory boards
- Define & develop career and educational pathways for students in partnership with district counselors
- Coordinate and manage the budgets for CTE, Perkins grant, and other related grants
- Identify, write, and submit CTE grants as appropriate
- Manage timelines set by district, consortium, college, and state
- Plan and lead department meeting in collaboration with site and District leaders
- Facilitate the day-to-day support for CTC programs including, staffing coverage, minor discipline follow-up
- Support and participate in the special education process where appropriate
- Maintain effective relationships within the District and with member districts, state and national agencies, and seek grant opportunities
- Collaborate with ESPs, teachers, and support staff to advance CTE work in the schools
- Foster a culture of innovation and facilitate action on innovative ideas in order to achieve our mission
- Perform related duties as assigned

Working Conditions

Frequency: Place an “X” in each box that is appropriate to the job. Follow other instructions as written.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0% OR Never on Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Physical	N	O	F	C	Physical	N	O	F	C
What is moved – computers/printers, binders, books & desks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe movement: lift, push, pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lower, carry, reach above	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Repeat Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fingering/Handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Feeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visual Acuity: near	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visual Acuity: far	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/Duration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Depth Perception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Color Discrimination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing/Height	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Peripheral Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crawling/Distance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Reaching above shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Running	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching at or below shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driving Automotive Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Surroundings					Environmental Conditions				
Cold (50 degrees F or less)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat (90 degrees F or more)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gasses and Fumes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to abusive and/or offensive behavior and language	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confinement to small, restricted area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inside Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exposure to unpleasant odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office or Classroom setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exposure to bodily fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outside work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unprotected Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extreme Noise, Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Moving Machinery or Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Driving a motor vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Mental Requirements and Stress of the Position:

- Exposure to stressful situations, such as demanding students, visitors, public.
- Must be able to concentrate on work tasks amidst distraction, such as distractions from telephone, customers, co-workers, etc.
- Must exert self control in very difficult situations or when dealing with difficult people.
- Depending upon the student disability, there may be occasions when employees in this job classification may receive minor injuries as a result of student-inflicted situations, or where students are acting out, involving hitting, throwing objects, scratching and hair pulling. The employee may have to physically restrain some students.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

INTERMEDIATE DISTRICT 287 IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE DISTRICT WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE DISTRICT WHEN NECESSARY.