

Job Summary:

Under the direction of the Deputy Superintendent of Instructional Services, the Director of College & Career Readiness will define, develop, and deliver high quality, well-aligned systems and activities to improve student achievement and ensure college and career readiness for all K-12 Tulare County and Linked Learning District students. The College and Career Readiness Director oversees the development, implementation, assessment, and continuous improvement of programs aimed at increasing student access to postsecondary education and employment opportunities. The Director will work closely with district leadership, site administrators, teachers, post-secondary institutions, community, businesses, and industries; disaggregate and analyze academic and job market data; take the leadership role in presenting programs, managing grant proposals, arranging pilot projects and developing partnerships and associations with public and private entities that support bringing together strong academics, demanding technical education, and real world experiences for all students.

Essential Job Functions:

Lead efforts to improve student achievement for all students and increase the number of college-ready and career-ready high school graduates with special focus on the achievement of English Learners.

Lead and regularly communicate with district College and Career Ready leaders.

Research, identify, and support the implementation of best practices related to purposeful assessment, intense and specific planning, work based learning, and effective targeted instruction that will transform education.

Supervise and evaluate the performance of assigned personnel on a regular basis and provide constructive feedback to improve staff effectiveness; plan, coordinate and arrange for appropriate training of staff in support of professional learning.

Visit school sites and classrooms on a regular basis to identify best practices and ensure effective academic program implementation to meet the needs of students, families, and staff; provide written progress monitoring reports to the Deputy Superintendent and Assistant Superintendent of Instructional Services.

Create data systems to inform decision making and continuous improvement.

Coordinate offerings with community colleges, universities, technical schools and certification programs to increase student access to career based certifications and dual enrollment.

Mentor and support district leaders in the development of specific plans to meet identified school targets; assist in determining and acquiring support services; value risk-taking and innovation in support of performance improvements throughout the districts.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; attend and conduct a variety of meetings as assigned; prepare a variety of correspondence and other documents as required.

Advise and support the creation and refinement of programs of study based on community and job market need.

Facilitate and lead the Tulare Kings Linked Learning Consortium organization to create college and career ready opportunities as well as higher levels of academic achievement for academy students as demonstrated in comparative data.

Develop and prepare the annual budget for the assigned area; analyze and review budgetary and financial data to ensure data accuracy; monitor and authorize expenditures in accordance with established TCOE guidelines.

Provide opportunities to recognize and celebrate the contributions of postsecondary, business and industry. Strategically collaborate and support secondary improvement.

- Title 5 regulations regarding high school to college transitions (dual enrollment, articulation, concurrent enrollment, credit by examination).
- School plant operations and appropriate supportive services required to assure Operational effectiveness.
- Planning process.
- Budget preparation and control.
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- Applicable laws, codes, regulations, policies, and procedures.
- District organization, operations, policies, objectives, and goals.

Skills to:

- Plan, organize and administer the delivery of education programs at assigned school sites.
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