DIRECTOR OF APPLIED AND ADVANCED LEARNING

Job Title:	Director of Applied and Advanced Learning
Initial:	June 9, 2019
Revised:	N/A
Work Year:	260 days
Office:	Education
Department:	Applied and Advanced Learning
Reports To:	Chief Education Officer
FLSA Status:	Exempt
Pay Range:	Administrative Pay Schedule

Related Organization Chart

Chief Education Officer

Director of Applied and Advanced Learning

Career and Technical Education Program Manger

Coordinator of Concurrent Enrollment
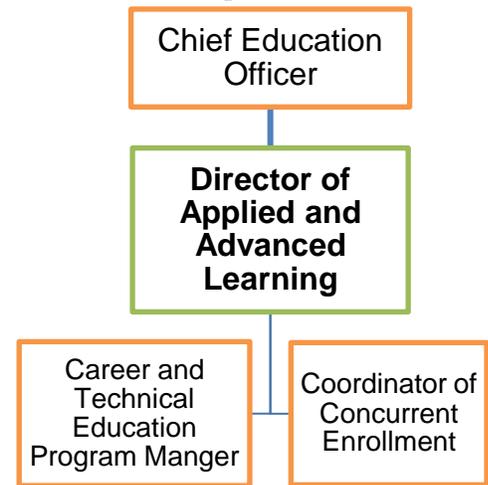
POSITION SUMMARY: The Director of Applied and Advanced Learning is responsible to lead and integrate career technical education (including workplace learning) and college level learning (including concurrent enrollment, Advanced Placement, International Baccalaureate, and CareerStart). The Director leads the implementation of Career and Technical Education (CTE), and the Academies programs as well as concurrent enrollment and the ASCENT program. This position works cooperatively across all departments and divisions to align state and federal resources to district priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Enhance the effectiveness of the CTE and Academies programs by serving as our senior educational leader for career pathways programs.
- Supervise the CTE Program Manager to ensure adherence to federal, state and local policies. Review school plans and budgets and visit schools to review implementation and documentation.
- Enhance the effectiveness of the CE and ASCENT programs by serving as our senior educational leader for college-level learning, including concurrent enrollment, ASCENT, AP and IB.
- Supervise the Coordinator of Concurrent Enrollment to ensure adherence to state and local policies, especially our working agreements with institutions of higher education.
- Serve as a peer expert to zone leaders and as a resource to principals and program leaders to support Applied and Advanced Learning.
- Manage District 49's contract with the Pikes Peak Business Education Alliance to ensure that district students have equitable access to classroom presentations, workplace visits, internships, and apprenticeships.
- Administer the budgets for all AAL programs.
- Assure that all state, federal and district reports are completed accurately and on time.
- Organize, develop, coordinate, and provide trainings for school administrators and professional staff related to AAL in the buildings.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Participate in the district-level decision-making process to establish and review the district's goals and objectives regarding AAL programs.
- Prepare and disseminate district reports related to AAL implementation.
- Serve as an administrative representative on district level committees.
- Foster collaborative relationships with schools, community, the Colorado Department of Education, higher education (UCCS & PPCC), and major stakeholders.
- Actively seek training and information, which will enhance skills and knowledge, related to responsibilities.
- Any other duties of a related nature which might reasonably be allocated and required in the areas of learning services.
- Perform other duties as assigned.

Supervisory & Technical Responsibility: The director of Director of Applied and Advanced Learning directly hires, supervises and evaluates assigned staff.

Budget Responsibility: Solely responsible for developing, administering, monitoring and coordinating the assigned budgets and initiating requisitions.

QUALIFICATIONS
The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position.

Education & Training:
- Master's degree plus additional coursework required for certification or licensure.

Experience:
- A minimum of five (5) years of experience as a school or program level administrator
- General working knowledge of applied and advanced learning including CTE and CE programs.

Knowledge Skills & Abilities:
- Excellent written and verbal communication skills.
- Skills in curriculum, policy and procedure, management, accounting, interpersonal relations, evaluation, negotiation and technology.
- Ability to work well with others in a diverse educational community.
- Demonstrated knowledge of computer application skills (i.e. Microsoft Word, Excel, PowerPoint)
- Operating knowledge of and experience with personal computers and software, basic office equipment.

CERTIFICATES, LICENSES, & REGISTRATIONS:
- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.
- CTE Director Credential (Preferred)

OTHER WORK FACTORS
The physical demands, work environment factors and mental functions described herein are representative of those that employee must meet to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

Work Environment: The noise level in the work environment is usually moderate. Work is generally performed in a typical office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.