



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: **June 27, 2017**

TITLE: **Approval of New Position – Director of 21st Century Education**

BACKGROUND:

Every year the District assesses its current staffing structure to ensure the roles of key positions are meeting the needs of the organization and ultimately its students. In addition, positions are often reviewed when incumbents separate due to reasons of natural attrition. After careful review of our administrative positions, the following position was created in effort to meet the ever changing needs of the District:

- **Director of 21st Century Education** - replacing the Director of Career and Technical Education (CTE) currently held by Patricia Greenleaf who is separating at the end of the fiscal year

The Director of 21st Century Education will administer and support the many programs related to CTE, STEM education, alternative pathways, AVID, grant management, curriculum development and professional development.

A copy of the job description is attached.

RECOMMENDATION:

It is the recommendation of the administration that the Director of 21st Century Education position be approved.

INITIATED BY:

Michael Bejarano, Director of Human Resources

Date: June 22, 2017

Patrick Nelson, Superintendent

Job Code TBD
Administrative Exempt
HSP
June 2017

DIRECTOR OF 21st CENTURY EDUCATION

QUALIFICATIONS

A. REQUIRED

- Master's degree in Education
- Three years of experience as school principal
- Arizona Administrative Certification
- Three years of teaching experience
- Ability to work well with others in training, collecting data, and implementing change
- Training and experience with curriculum development, assessment, and professional development
- Equivalent combination of education/training/experience
- Knowledge and experience with Arizona College and Career Ready State Standards
- Experience with State testing

B. DESIRED

- Knowledge of state and federal grants
- Knowledge of Advancement Via Individual Determination (AVID)
- Experience with Career and Technical Education
- Experience working with business/industry and varied community agencies

SUMMARY

The Director of 21st Century Education duties include administration and support of various programs related to CTE, STEM education, alternative pathways, AVID, federal and state grants, curriculum development, and professional development.

Reports to: Chief Academic Officer for Secondary Education

ESSENTIAL FUNCTIONS

- Oversees Career and Technical Education by developing, administering, maintaining, and evaluating all CTE programs in the District's middle and high schools.
- Coordinates local, state, and federal CTE funding to enhance school reform and academic improvement, with the goal of preparing students for work and/or future education and training upon high school graduation.
- Works with post-secondary institutions on alternative pathways and transition programs
- Assists in the implementation of STEM education programs K-12

- Assists with the supervision of on-line curriculum K-12
- Directs and oversees the AVID program for the District
- Assists in the implementation of advanced learning opportunities
- Oversees alternative schools and education programs
- Assists in the planning and implementation of professional development related to curriculum and assessment
- Manages data flow related to CTE/JTED; classifies and organizes information for use in decision-making and monitoring; and assures District compliance with federal and state regulations
- Provides purpose and direction for program development
- Plans and collaborates with the Chief Academic Officers and other staff to implement a framework for CTE curriculum, assessment and instruction; aligns CTE curriculum with desired outcomes; monitors social and technological developments as they affect CTE curriculum and assessment; and adjusts content as needs and conditions change
- Acts as a liaison between the District and various community and state committees/task force groups, when assigned specific to alternative pathways
- Compiles and maintains written records and reports on results of various local, state, and federal projects
- Promotes and supports District wide educational advancement in 21st Century education
- Integrates knowledge and skills that are relevant to the 21st Century education
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to appropriately handle confidential information and records
- Ability to understand complex systems
- Ability to analyze large quantities of data
- Ability to analyze and solve varied and complex problems
- Ability and temperament to sustain through extended work hours and problem (stressful) situations
- Ability to express oneself clearly and concisely, both orally and in writing
- Ability to effectively communicate with a wide variety of people in varying circumstances
- Ability to apply strong evaluative statistical and analytical skills for documents and data
- Ability to meet deadlines
- Ability to work alone and as part of a team
- Ability to interpret policies and communicate to others
- Ability to solve difficult client problems and issues
- Ability to analyze, synthesize, and “see the big picture”
- Ability to organize work and handle high volumes of information
- Ability to research, analyze, and formulate decisions quickly

- Ability to exercise judgment in accordance with established guidelines
- Ability to concentrate for extended periods of time
- Ability to multi-task in an office setting
- Ability to pull, stoop, bend, twist, turn, and sit still for long periods of time
- Ability to operate phone, computer, and digital equipment