

Killeen Independent School District Job Description

Job Title: Chief College, Career, and Military Readiness (CCMR) Officer
Reports To: Assistant Superintendent for Instructional Leadership
FLSA Status: Exempt

SUMMARY

Leads and manages the District's College, Career, and Military Readiness (CCMR) programs and strategies to include serving as a liaison to the community, institutions of higher education, and businesses.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Coordinates and oversees the District's Career and Technical Education, Early College High School, STEM Academy, Texas Bioscience Institute, and Dual Credit coursework.

Works with the Director of Secondary Curriculum to update all dual credit and CTE Courses.

Develops and leads the implementation of plan(s) for driving post-secondary metrics.

Supports District secondary counselors in all endeavors related to College, Career, and Military Readiness.

Plans and coordinates student, parent, and community informational meetings regarding dual credit programs and opportunities.

Works with business and industry partners to determine the need for and extent of training for existing and future employment opportunities for students.

Coordinates with higher education partners to implement certification preparation, dual credit courses, and outside expert instruction.

Assists in planning for new and additional career and technical programs to be offered at the Career Center.

Works with appropriate state agencies for program approval and financial support and execution of contracts for the signature of the District's superintendent regarding reimbursement for instructional and other expenditures.

Collaborates with postsecondary institutions and the Central Texas Tech Consortium to establish articulation agreements, document student enrollment in articulated courses through the CATEMA system, and maintain record of staff certification for Tech Prep programs and Advanced Technical Credit (ATC) classes.

Collaborates with institutions of higher education to establish memorandums of understanding.

Directs the effective instruction and continuing development and improvement of college and career ready programs, career and technical education programs, services and industry level certification programs.

Develops College and Career Pathways unique to the needs of students and in response to staff and community input and labor market demands.

Recommends and oversees an annual budget for the District's Career and Technical Education, Early College High School, STEM Academy, and Dual Credit coursework.

Administers the GOF and Activity Financial Accounts for all TEA approved career and technical education programs in the District.

Oversees and revises applicable procedures related to Career and Technical Education, Early College High School, STEM Academy, Texas Bioscience Institute, and Dual Credit coursework.

Articulates the district's vision and beliefs for CCMR to the community and solicits its support in realizing and promoting the vision.

Coordinates the District's self-evaluation of CCMR programs annually and conducts a needs assessment and action plans for the District Improvement Plan.

Collaborates with Curriculum and Instruction staff to develop a centralized published list of coherent sequences.

Updates and adds new articulation agreements with institutions of higher education.

Updates and ensures accuracy in student coding due to change in courses and new articulation agreements.

Ensures and monitors compliance with CTE teachers receiving the new TEA mandated training (i.e. Career Prep).

Submits the Perkins Evaluation Report (PER).

Works with Technology Services to correct and maintain accurate PEIMS numbers in the computer system for CTE and all dual credit courses.

Maintains current knowledge of all pertinent rules and regulations affecting CCMR education compliance.

Advises and assists in obtaining state and federal funds for CCMR education programs.

Facilitates the collection, reviews, and submission of all forms and reports relative to CCMR education compliance to state and federal agencies.

Monitors and ensures compliance indicators associated with CTE Program Access Review Audits.

Assists in the development of an initiative to recruit students into the CTE and dual credit programs.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Leads and supervises all Career and Technical Education, Early College High School, STEM Academy, and Dual Credit programs district wide, which includes direct supervision of curriculum and budgets. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree and three years education administration experience required.

CERTIFICATES, LICENSES, REGISTRATIONS

Principal certificate. Career and Technical Education certificate, preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from board of trustees, administrators, principals, and staff.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. District-wide travel to multiple campuses. The noise level in the work environment is usually quiet/moderate. Occasional work during the weekends and evenings for special school functions.

Revised Date: February 11, 2019

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.