

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: CTE TOSA	CLASSIFICATION: Certificated Non-Management (DTA)
REPORTS TO: Assigned Supervisor	FLSA: Exempt
WORK YEAR: 184 Days	SALARY SCHEDULE: Teacher Salary Schedule
BOARD APPROVAL: 5/21/2020	

PRIMARY FUNCTION: Under direction, to plan, organize, teach and improve secondary educational CTE programs of the District. Create, improve, and/or enhance ongoing and meaningful industry partnerships which reflect the labor needs of DUSD's surrounding area. Engage students in career exploration and guidance activities. Expand CTE activities to JKMS and MPHS, as appropriate.

RELATIONSHIP TO STUDENT ACHIEVEMENT: Provides guidance in the areas of teaching and learning to students and staff to improve the percentage of students graduating DUSD College/Career Ready as measured by the Dashboard's College/Career indicator. Increase the number of students graduating with an industry recognized certificate, as measured by the High Quality CTE Program Evaluation (HQ CTE Eval).

SUPERVISION OVER: Students

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

DUTIES AND RESPONSIBILITIES:

- Conducts a variety of work-based learning activities for students, including assessment for job readiness, career exploration and counseling, and job preparation skills training.
- Work directly with business and industry to develop, implement, monitor, and refine outcomes for work-based learning opportunities.
- Develop and present career readiness workshops for students in the classroom and/or career centers.
- Work with instructors and students to facilitate agreements with community colleges resulting in college credit accrual for students.
- Attend local and state conferences as appropriate.
- Work with staff and leadership at middle school to improve student and staff awareness of CTE programs.
- Work with staff and leadership in alternative education to explore opportunities for CTE in this arena.
- Engage guidance counselors and other staff members in meaningful discussion around CTE programs, the benefits of these programs for student achievement, and prepare materials for recruitment during the course selection process.
- Develop and secure externships for teachers in targeted pathways.
- Articulate with state and county CTE leadership to secure resources and support, ensure all reporting mandates are met, and explore best practices from other CTE programs across the state.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

CTE TOSA Job Description (continued)

LICENSES AND REQUIREMENTS:

- Minimum of Bachelor’s Degree from an accredited university.
- A valid CTE Credential issued by the California Commission on Teacher Credentialing.
- Three years minimum experience as a teacher in a CTE setting.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF:

- Principles, practices, trends, goals and objectives of public education.
- Demonstrate in depth knowledge of all elements of the High Quality CTE Program, as defined by the California Department of Education.
- Research and development strategies.

ABILITY TO:

- Facilitate job readiness workshops with students.
- Connect high school and middle school students with industry partners.
- Work with CTE teachers across industry sectors.
- Write reports and applications related to CTE grants.
- Participate in budget planning with site and district leaders.
- Demonstrate ability to learn applicable elements of the CA School Dashboard and apply these elements to improving the CTE program in DUSD.
- Communicate effectively in oral and written form.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

WORKING CONDITIONS:

WORK ENVIRONMENT: Classroom, office or outdoor setting; in vehicle traveling to job assignments; outdoor environment on school sites in variable weather conditions.

PHYSICAL ACTIVITY REQUIREMENTS:

Work Position (Percentage of Time):

Standing: 20 Walking: 20 Sitting: 60

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 25 Lifting: 1 Bending: 1 Pushing and/or Pulling Loads: 1
Reaching Overhead: 1 Kneeling or Squatting: 1 Climbing Ladders: 1
Climbing Stairs: 1

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.