



**CORE VALUES**

**Equity ...**  
*we support a respectful work environment and access to educational services to all students*

**Commitment ...**  
*to district and student success*

**Leadership...**  
*that is informed, responsive, visionary and planful*

**Collaboration...**  
*actively engaged with our partners to achieve success*

**Integrity...**  
*approach our work with ethical actions, making and keeping commitments, courage and humility*

**INVITES APPLICATIONS FOR:  
Specialist, Career Technical Education**

This position is responsible for implementation of Perkins and YTP Program and provides oversight and leadership in program design, and implementation of and technical assistance to Lane County Regional Career and Technical Education (CTE) programs and provides direction to CTE/YTP District Representatives. This position also coordinates the provision of professional development and technical assistance to CTE teachers on the Oregon Diploma and graduation requirements, the Essential Skills (Oregon Skill Sets) and college and career readiness.

<b>Closing Date</b>	<b>Start Date</b>	<b>Salary</b>
<b>April 6, 2018 Or Until Filled</b>	<b>August 24, 2018</b>	<b>Placement according to current salary schedule at date of hiring</b>
<b>229-Day Calendar, 1 position at 1.0 FTE (8 hours)</b>		

**About Lane ESD**

In providing services to Lane County school districts, Lane ESD seeks to fulfill our core purpose of **Shaping the Future: Supporting Excellence in Education**. Lane ESD employees strive to embody core values of equity, commitment, leadership, collaboration, and integrity.

The mission of education service districts is to assist school districts and the Department of Education in achieving Oregon's educational goals by providing equitable, high quality, cost-effective and locally responsive educational services at a regional level. The ESD partners with school districts, local universities and community college, and other community agencies in providing quality services to the component school districts in Lane County.

Lane Education Service District provides a wide array of services to the 16 School Districts in Lane County serving about 45,000 students. Services in special education, school improvement, technology, and administrative services are designed to support districts in meeting the challenge of serving a diverse student population. We focus on systemic school improvement, multicultural curriculum, and assisting districts in development of students who are well prepared to be global citizens. Additional information about Lane ESD is available at [www.lesd.k12.or.us](http://www.lesd.k12.or.us)

Lane ESD encourages and supports employee professional growth as we seek to meet the needs of students and school staff throughout the county.

**About Lane ESD's School Improvement Services**

School Improvement Services focuses on improving achievement for all students within our community, through providing high quality professional development, technical assistance, and instructional-based support for educators in 16 Lane County School Districts. Services are provided to educators at all levels from kindergarten through graduation, in all core content areas, and can be designed to meet the collective needs of all districts or differentiated to meet individual district needs.

In addition to services in the core content areas, School Improvement Services also provides training, assistance and coaching in school-wide behavior and interventions, assistance in meeting federal and state requirements,

and Title Services (Indian Education, Migrant Education, English Language Learners, McKinney-Vento Homeless).

Several programs provide direct student services. Examples include including summer school and after school programs, youth leadership groups, model lessons, outdoor education, spelling contests and science fairs. School Improvement Services collaborates with local districts, higher education and other agencies to provide leadership and support in pursuing and administering grants for the benefit of Lane County's schools and students.

## **Position Available – Specialist, Career Technical Education**

*We are looking for talented, forward thinking, energetic candidates who can support Lane ESD's Vision and Core Values.*

### **Key Responsibilities**

The key responsibilities of this position include:

1. Coordinates implementation of Federal and State Carl Perkins consortium grant.
  - a. Ensure CTE programs of study and renewals are meeting program benchmarks, including annual CTE Program updates
  - b. Create and assist programs for developing student career pathways including course sequencing that meet criteria set forth through the federal Carl Perkins Grant and Vocational Rehabilitation Department.
  - c. Provide leadership, oversight and processing for CTE teacher appraisals.
  - d. Solicit input from industry partners to identify necessary workforce skills for students to develop via programs of study; ensure alignment between academic and industry standards.
  - e. Support districts in establishing and maintaining industry advisory board for all programs of study.
  - f. Facilitate high school and postsecondary partnerships to ensure course alignment and program articulation for the purpose of dual credit, professional development, and coordination of activities/outreach.
  - g. Communicate and act as liaison between districts, local community colleges, and the Oregon Department of Education (ODE).
  - h. Design and deliver CTE related professional development; facilitate access to approved professional development.
  - i. Oversee the fiscal budgets reflecting the distribution according to state and federal guidelines for Perkins and Career Pathways grants, including assisting districts in meeting fiscal guidelines.
2. Complete annual Perkins grant application and reporting requirements.
  - a. Maintain inventory of district equipment purchased made using Perkins funds.
  - b. Maintain log of approved professional development.
3. Coordinates implementation of the consortium Youth Transition Program (YTP) grant.
  - a. Ensure YTP school sites are meeting program benchmarks.
  - b. Solicit input from industry partners to identify necessary skills or work-based learning.
  - c. Oversee the fiscal budgets reflecting the distribution according to state and federal guidelines for the YTP grant.
  - d. Design and deliver professional development to connect YTP coordinators with community agencies and services in order to meet the needs of special needs students.
  - e. Support district YTP Transition Specialists in meeting career advisement and guidance and planning requirements for students.
  - f. Communicate and act as liaison between districts, local community colleges, and the Oregon Department of Education (ODE).
4. Complete annual YTP grant application and reporting requirements.
5. Assist districts in aligning Programs of Study to ODE Career Pathways.
6. Assist districts individually or in consortia in accessing discretionary state funding to support career technical education programs (e.g. Career Pathways, High School Success funds).

### **Qualifications**

Primary qualifications for this position include:

1. Master's Degree or equivalent training appropriate to assignment.
2. Valid TSPC CTE license and or minimum of three years' experience and training in professional technical education and/or workforce development.
3. Valid Oregon Driver's License or the ability to obtain one upon selection.
4. Demonstrated successful experience in school improvement, Career and Technical Education, School-to-Career, comprehensive guidance counseling, CTE program approval process and CTE instructor appraisal and licensing procedures preferred.
5. Demonstrated successful experience working with special needs and underserved youth preferred.
6. Experience with project based or experiential learning in K-12 or post-secondary education environments required.
7. Demonstrated successful experience directing and monitoring program staff preferred.
8. Demonstrated successful experience managing state and federal grants or managing large multi-faceted projects is preferred.
9. Demonstrated ability to facilitate planning meetings with district staff, community college staff, and business partners is required.
10. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) in a wide variety of settings.
11. Demonstrated ability to use technology as a tool in daily work and as an educational resource.
12. Valid Oregon Driver's License or the ability to obtain.
13. Ability to meet the physical and mental requirements necessary to perform the essential functions of the position.

**Lane ESD is an equal opportunity employer, and complies with federal and state statutes which prohibit discrimination on the basis of race, color, national origin, religion, sex, age, handicap and marital status.**

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7. Use student and program assessment data to inform continuous improvement of CTE Programs.
8. Support the use of Research-based practices in Career and Technical Education programs.
9. Research and stay current on recent trends and technologies in Career Technical Education, effective school practices and professional development opportunities for secondary and postsecondary educators.
10. Establish and maintain relationships with the community college, workforce partners, school districts, Lane STEM, Connected Lane County and other key community groups and partners to leverage resources and avoid duplication of efforts.
11. Delegate, direct and monitor activities of program staff.

<b>To Apply</b>		
<b>Click</b>	<b>Contact</b>	
<a href="https://lesd.tedk12.com/hire/index.aspx">https://lesd.tedk12.com/hire/index.aspx</a>	(541) 461-8200 hr@lesd.k12.or.us	1200 Highway 99 North Eugene, OR 94702
<ul style="list-style-type: none"> <li>• Applicants must complete an online application available at <a href="https://lesd.tedk12.com/hire/index.aspx">https://lesd.tedk12.com/hire/index.aspx</a> in order to be considered for this position. Internet accessibility is available at Lane ESD and local libraries for applicants who do not have home internet access.</li> </ul>		
<b>Application Instructions and Requirements</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Applicants must complete an official Lane ESD application (see link above) to be considered for this position.</li> <li><input type="checkbox"/> Applications must include a cover letter, resume and two letters of reference.</li> <li><input type="checkbox"/> Only complete applications submitted by 5 p.m. on the closing date will be considered for the position.</li> </ul>		
<b>Terms of Employment</b>		
<ul style="list-style-type: none"> <li>• One position at 1.0 FTE; 229 Paid Days per year. Benefits include: health insurance and 8 paid holidays per year.</li> </ul>		
<b>Selection Process</b>		
<p>Those applicants who best qualify in terms of relevant experience and training will be invited to participate in the selection process, which will consist, at the minimum, of an oral interview. Internal applicants with qualifications that are equal to other interviewees will be given preference. A fingerprint-based criminal history investigation is required for all positions. Applicants selected for interview will be contacted by phone. Applicants not interviewed will be notified in writing.</p>		

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