

Bristol Bay Region Career & Technical Education

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| Bristol Bay Borough School District P.O. Box 169 Naknek, Alaska 99633 Phone: (907) 246-4225 | Dillingham City School District P.O. Box 170 Dillingham, AK 99576 Phone: (907) 842-5223 | Lake & Peninsula School District P.O. Box 498 King Salmon, Alaska 99613 Phone: (907) 246-4280 | Southwest Region Schools P.O. Box 90 Dillingham, Alaska 99576 Phone: (907) 842-5287 |
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Executive Director - Bristol Bay Region Career and Technical Education (BBRCTE) Program

JOB GOAL Continues to build and sustain CTE funding and youth training programs in alignment with Alaska State and Regional workforce needs in keeping with the shifting and dynamic nature of the Bristol Bay workforce

PROFESSIONAL GOALS

1. Develop and implement workforce development, career readiness, and life skills training programs
2. Secure planning, operational, and sustainable funding for program needs
3. Support students' transitional planning from high school to career/work/school

QUALIFICATIONS (Education, Experience, and skills preferred)

1. Preferred Type B Administrative Certificate and/or Career and Technical Education Experience
2. Preferred minimum of three years administrative experience
3. Preferred minimum of five years' experience in education in rural Alaska
4. Preferred experience working in the Bristol Bay Region
5. Excellent verbal and written communication skills
6. Experience in grant writing and executing strategic fundraising efforts is preferred
7. Ability to use technology as a communication tool and gather data
8. Strong organizational skills with emphasis on attention to detail and long-term outcomes
9. Ability to work well independently and in a team setting
10. Experience managing multiple funding sources in conjunction with partner organizations

ESSENTIAL FUNCTIONS

1. Work with stakeholders on regional industry needs and stakeholder involvement with CTE phases
2. Build, maintain, and sustain strong partnerships
3. Organize, prepare and run up to five CTE phase weeks. To include phases in both Naknek and Dillingham
4. Manage all paperwork (including program data, grant & program reporting, and promotional documents) and budgetary needs of the program
5. Develop and implement the operational plan to include financing, staffing, curriculum, space and residential needs of the CTE Program
6. Develop a business plan and secure sustained funding for the program
7. Coordinate and attend advisory meetings, BBRCTE Governance meetings, and other meetings as necessary
8. Responsible for public relations exposure inclusive of print & social media, radio, and website
9. Work with local educational staff and communities in the development of a vision for CTE in the Bristol Bay Region
10. Has oversight and manages all aspects of the student housing during sessions: usage, student safety, and applicable compliance. Supervises all instructional program components and student activities
11. Maintain high student conduct standards and enforces discipline as needed, according to due process for student and staff rights
12. Willingness to travel to sessions and across state for essential job functions

REPORTS TO:

BBRCTE Governing Board

LENGTH OF EMPLOYMENT:

220 Days

SALARY:

Varies based on experience & education; \$97,000 - \$117,000

LOCATION:

Dillingham, Naknek/King Salmon, Palmer

Contact for questions or to apply:

Please go to <https://aerrc.org/lake-peninsula-school-district-jobs/> to apply for this position.

Rick Luthi: Hiring Coordinator (907) 469-0789

Applications will be accepted until filled. First review of applications - All qualified applicants will receive consideration for employment without regard to race, color, sex, handicapping condition or national origin.