

# POSTING ANNOUNCEMENT

JOB ID#	LOCATION	SALARY RANGE	POSTING DATE	POSTING DEADLINE
14344	SOUTHFIELD PUBLIC SCHOOLS	Commensurate with experience and includes a comprehensive benefits package	10/15/2025	Until Filled

**POSITION:** Director of Career Focus Education

**REPORTS TO:** Executive Director of Instruction

## MINIMUM QUALIFICATIONS:

### EDUCATION & CERTIFICATION:

- Masters' Degree in Education, Career Education or other related area, or equivalent as determined by the Board of Education required
- Administrative Certificate required
- Five or more years of successful program supervision experience preferred
- Demonstrated experience in project management is required
- Demonstrated experience in coordination of multiple assessment platforms at the school and district level is required
- Demonstrate experience in managing and providing grants oversight
- CTE Classroom Teaching Experience is preferred,
- CTE Compliance Documentation experience is preferred
- Commitment to continuous professional learning and staying current with state and federal Career and Technical Education (CTE) policies and innovations.
- Other duties as assigned

### SKILLS AND ABILITIES:

- Exhibit strong interpersonal skills
- Possess exemplary public relations skills.
- Present leadership abilities to formulate and articulate a vision for student and family support
- Display excellent communication abilities: writing, speaking and listening.
- Demonstrate strong fiscal management experience.
- Proven success in building partnerships among educators, community organizations, higher education, and industry partners to expand student opportunities.
- Ability to analyze multiple data sources (academic, CTE, behavioral, and postsecondary readiness) to inform program decisions and continuous improvement.

### POSITION SUMMARY:

In accordance with the Strategic Plan, the Director of Career Focus Education, will be responsible for designing, implementing and developing district programming focused upon postsecondary Career Planning. The Director will also be responsible for planning, developing, implementing, and monitoring Career and Technical Education (CTE) programs at the high-school level as well as K-12 Career Readiness based upon the State of Michigan mandates. Those responsibilities would include, but not be limited to:

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## **Career and Technical Education Program**

- Serves as a central office liaison with the business/industry community to coordinate curriculum and work experience within CTE programs.
- Leads and manages Industry Certifications, to include ordering, disseminating, analyzing, and reporting required for CTE programs.
- Ensures equitable access to high-quality career readiness and CTE programs for all students
- Conducts and/or assists the organization of professional development for CTE instructors.
- Evaluates the effectiveness of the CTE program and makes recommendations or revisions as necessary. Works with school counselors and administrators to schedule classes for students.
- Assists with maintaining up-to-date information posted to the district website regarding CTE programs.
- Prepares and submits state and federal reports in a timely manner.
- Prepares necessary data reports and coordinates the CTE reporting system (GEMS).
- Assists with the development, implementation, monitoring and revisions of curriculum for CTE education including but not limited to the selection and inventory of textbooks, hardware, software, and other teaching materials for the CTE program.

## **Career Readiness Contact**

- Manages and organizes district career readiness plan and submits annually to Oakland Schools.
- Develops career readiness allocation budget and submits annually to Oakland Schools.
- Establishes a Career readiness team involving staff, BoE, Parents, Students, and business community members.
- Oversee the ordering of supplies and materials, and student and staff equipment, workbooks and supplementary materials for schools. Budget, plan, and approve/ disapprove of above items for the following year.
- Leads planning of Career Readiness events for each school level -- elementary, Middle School and High School by representing each of the sectors for employment – IT, Health, Construction, Energy, Advanced Manufacturing, and Transportation and Mobility.
- Lead EDP work and implementation.
- Lead implementation of Career Readiness Systems (Xello and Nepris).
- Attend local and state workshops/conferences to stay current with CR regulations and student opportunities. Be included on the state and ISD emails to stay abreast of changes, policies, and procedures at each level, and to communicate to appropriate staff.
- Attends Oakland Schools Career Development Practitioner and CFE Contact Meeting

## **CTE Contact**

- Work with CTE staff to maintain proper documentation required of added cost funded programs and the corresponding CIP Self Reviews.
- Communicate with colleges to maintain current articulation agreements. Work with counseling and staff members at each high school to assure students have the required documentation to obtain post-secondary credit.
- Ensure all staff members at each high school who are teaching school-to-work courses are maintaining appropriate paperwork as mandated by State regulation. Assure their knowledge of Risk Management practices with a minimum of at least two worksite visits by the staff member.
- Oversee end-of-the-year recognized post-secondary and supplemental certification testing.
- Conduct CTE Advisory Meetings involving staff, Board of Education members, parents, students, special populations staff, and business community members in accordance with State funding regulations.

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- Oversee Career and Technical Student Organizations, to include Regional, State, and National Leadership Conferences. Arrange teacher substitutes for the school year.
- Assure each high school selects a Career and Technical Student of the Year as suggested by Oakland Schools and attend the banquet in May honoring said students.
- Attend local and state workshops/conferences to stay current with CTE/CFE regulations and student opportunities.
- Attends Oakland Schools CFE Contact Meeting; and
- All other duties as assigned.

### CORE COMPETENCIES:

All applicants are expected to skillfully demonstrate the leadership competencies and expertise needed to support systemic reconfiguration and to effectively respond to the district's commitment to "dramatic improvement in student, teacher, and leader performance in a short amount of time" (Chandler & Frank, 2015).

**Before applying, please become familiar with the district's Core Competencies for this position by clicking the following link: [BLUEPRINT CORE COMPETENCIES](#)**

### HOW TO APPLY:

Click on the following link: [Oakland Human Resources Consortium/Frontline Recruiting & Hiring](#)

Visit the Southfield Public Schools website:

<https://www.southfieldk12.org/departments/human-resources/job-openings/>

***Faxed, mailed, emailed, or hand delivered applications or resumes are not accepted.***