

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION

CAREER TECHNICAL EDUCATION TEACHER ON SPECIAL ASSIGNMENT (CTE TOSA)
RPCEA

DEFINITION OF POSITION

Under the direction and supervision of the Assistant Superintendent of Educational Services, the Career Technical Education Teacher on Special Assignment (CTE TOSA) is responsible for the planning, development, organization, management, direction, and implementation of all aspects of the Career Technical Education programs and related initiatives of the District. The CTE TOSA also assures compliance with laws, codes, and regulations to services related to CTE services, and performs related work as required to ensure that all programs are in alignment with the outcomes for student success as identified in the District's strategic plan.

EXAMPLES OF DUTIES

The following are typical duties and responsibilities for positions in this classification. Any single position may or may not perform all of these tasks, and/or may perform similar related tasks not listed below:

- Facilitate a collaborative planning process that will engage teachers and administrators in the development and implementation of CTE programs.
- Expand and enhance existing CTE pathways, TK-12.
- Expand and enhance dual-enrollment opportunities, ensuring equitable access for all students.
- Support in the facilitation and collaboration with school sites to integrate research-based strategies and methodologies into the CTE classroom practice.
- Ensure grant applications for CTEIG, SWP, Perkins, WBL, etc, are completed with fidelity and by the deadline established by CDE.
- Seek grant funding to continue the expansion and sustainability of CTE programs
- Assist secondary schools in ensuring equitable access to CTE and A-G courses.
- Work with site staff in monitoring and adjusting such things as master schedule, interventions, and credit recovery to support equitable access to CTE and related programs.
- Assist site administrators in monitoring curriculum so that it meets the definition of "high quality" per CDE model curriculum standards for CTE courses.
- Establish measurable program effectiveness goals and complete ongoing measurement and documentation of program effectiveness.
- Ensure coaching support for sites based on needs and priorities as indicated by data.
- Collaborate with the Assistant Superintendent of Educational Services to complete documentation and assist with the coordination of evaluation activities (e.g., surveys, focus groups, and interviews).
- Manage reporting to ensure compliance with Ed Code, board policy, and legal mandates.
- Develop, maintain, and sustain industry and post-secondary institution partnerships, including other organizations such as the CTE Foundation, SCOE, Sonoma Corp, etc.
- Perform other related duties as assigned.

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

DESIRABLE QUALIFICATIONS

Knowledge of:

- Common Core State Standards, NGSS, and History Framework.
- Current research-based instructional practices and best practices in classroom management.
- CRPUSD graduation requirements, A-G compliance, and College/Career Readiness indicators.
- Demonstrate knowledge of and ability to facilitate Professional Learning Communities.
- Mastery of basic computer skills (word processing, e-mail, internet, database, spreadsheet, student information system)
- Demonstrate knowledge and application of cultural diversity.

Abilities:

- Organize, plan, coordinate, and direct a variety of complex operations.
- Excellent communication skills, both oral and in writing, for a variety of audiences (e.g., parents, students, staff, other agency personnel, and public presentations).
- Effective listening skills.
- Effective conflict resolution skills and the ability to deal with confrontational situations positively.
- Effective collaboration and problem-solving skills are required when working with other district and outside agency personnel.
- Take initiative and provide self-directed leadership at the district level.
- Work positively with students and staff members while exhibiting patience and compassion.
- Work independently as necessary.
- Maintain regular, reliable, and punctual attendance.

EXPERIENCE/EDUCATION

Bachelor's degree in a related field. A Master's degree is highly desirable. Possess a valid California teaching credential. Bilingual (Spanish) is highly desirable.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally encounter outside weather conditions, walking on uneven ground when outdoors, exposure to student illness, injuries, infections, and bodily fluids. May be required to maneuver into awkward positions. The noise level in the work environment is usually moderate.

Sitting: Frequently

Standing/walking: Frequently

Waist bending: Occasionally

Neck bending: Occasionally

Squatting: Rarely

Climbing: Rarely

Kneeling: Rarely

Crawling: Rarely

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

Neck twisting: Occasional to Frequent

Waist twisting: Occasionally

Pushing/pulling: Rarely

Running: Rarely

Reaching:

Above shoulder: Occasionally

Below the shoulder: Frequently

Lifting/Carrying:

0-10 lbs: Frequently – weights carried 50 to 100 feet at a time

11-25 lbs: Occasionally – weights carried up to 100 feet at a time

26-50 lbs: Occasionally – weights carried from 10 to 100 feet at a time

51+ lbs: Rarely

Hand Activities:

Repetitive hand use: Frequently

Simple grasping: Frequently

Power grasping: Occasionally

Fine manipulation: Frequently

Hand and arm twisting/turning: Occasionally

Computer operations/writing: Frequently

OTHER REQUIREMENTS

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings
- Valid California driver's license and the ability to drive between multiple locations

BOT 4/22/2025