

CENTER FOR ADVANCED RESEARCH AND TECHNOLOGY (CART)
Position Description

TITLE:	Chief Executive Officer	REPORTS TO:	CART Joint Powers Board
DEPARTMENT:	CART	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	By Contract
BOARD APPROVAL:	September 8, 1998	SALARY:	By Contract

BASIC FUNCTION:

Provide the overall leadership in carrying out the CART Board vision by planning, organizing and directing a vocational/technical high school which is a joint venture between the Clovis and Fresno Unified School Districts.

REPRESENTATIVE DUTIES:

Develop programs and partnerships with private and public organization to integrate education into the competitive labor market and to secure the expertise of professionals into the classroom and laboratory/shop settings.

Direct and participate in the development and ongoing review and revision of a balanced curriculum that meets educational standards and satisfies the goals of the Board.

Provide the vision and direction for the organization, staffing and operation of the CART through a Chief Operating Officer.

Develop substantial monetary contribution from the private sector.

Research labor market trends through analysis of employment statistics and economic data and interviews with executives in private enterprise. Develop proposals for education in modern and emerging technologies that will be a part of current and future labor markets. Recommend curriculum, special learning experiences.

Establish working relationships and partnerships with private enterprise and civic organizations to secure volunteer instruction and expertise, instructional equipment and supplies, and establish locations for student intern programs. Organize, administer, and assign skill-specific committees to instructional leaders. Work with local human resources practitioners to establish job placement networks.

Secure private enterprise participation with donations of machinery and instructional devices, technical expertise in the disciplines, and expertise on learning programs for job-related skill development

Assure the safety and supervision of students while on site. Establish a safety and security program, working through the Chief Operating Officer.

Work continuously with school districts feeding students to the program to assure that communications about the educational programs reach all student groups and that student performance is communicated to the home schools.

Work continuously with other agencies occupying the same facility, e.g., community colleges, business development agencies, job placement agencies.

Develop information systems to record student activity, accomplishments, job placement, and long range employment outcomes of this form of education to include but not be limited to job placement, salary progression, and career/educational development.

Hire and ensure the development of staff to deliver effective education. Manages the performance of those who report directly and others who report indirectly. Promote instructional and professional excellence. Ensure the development of procedures for evaluating course loads and staffing levels for effective delivery of instruction.

Develop an annual budget for approval by the joint agreement advisory board. Administer the budget in accordance with the policies and guidelines established by the districts.

Secure funding from local, state, and federal grant agencies. Oversee and prepare periodic performance reports.

Develop and prepare agenda items for the Board including special committee meetings.

Develop additional high school projects following the model of this Center.

Perform related duties as required to accomplish the objectives of the position.

EDUCATION AND EXPERIENCE:

Any combination equivalent to Master Degree in Business Administration, Engineering Management, or Education. Minimum of twelve years in the field, including three years of management/administration and two years in a business or new product/function development capacity. Demonstrated experience in foundation capacity may substitute for business development.

LICENSES AND OTHER REQUIREMENTS:

Valid California drivers license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Theories, principles, and techniques for technical/technological education in a secondary or community college environment.

Role of technology and "learning" in the work setting, including modern theories, principles, practices, and methods associated with continuous quality improvement.

Principles and practices associated with education administration.

Business development, new product development and fund raising.

ABILITY TO:

Initiate and develop work relationships with executives of private enterprise and elected and appointed advisors.

Use human relations skills to integrate multi-disciplinary team with varying agendas.

Prepare and deliver speeches to large and/or sophisticated audiences.

Resolve confrontation.

Manage performance.

Write technical and market oriented letters, reports, and proposals.

Develop a concept and vision for this project.

Establish directive and carry out steps to accomplishment.

Organize staff and accomplish business and education plan.

Develop and monitor business and civic contracts.

Seek funding through grants and private sources.

WORKING CONDITIONS:

Office and school lab environment; driving vehicle to conduct business; travel

PHYSICAL ABILITIES:

Arm, hand, finger dexterity to operate keyboard and other common office equipment. Visual acuity to read words and numbers and drive an automobile. Oral speaking ability. Ambulatory skill sufficient to move to off-site locations.

APPROVALS:

Deberie L. Gomez
Associate Superintendent, Division of Human Resources, FUSD

Date

David (Pat) Wright
Chief Executive Officer, CART

Date