

**CESA 4**  
**Instructional Services Director**  
**Career Exploration and Planning**

CESA 4 is seeking a full-time (180-day) Instructional Services Director to support career exploration and planning programs in 26 regional school districts.

Qualifications

Career and Technical Education Teaching License (any CTE content area) or a School Counselor Certification with high school experience  
Five years of teaching, administrative, or counseling experience  
LVEC (Local Vocational Education Coordinator) or CTEC (Career and Tech Ed Coordinator) certifications desired, but not required

Duties

The Instructional Services Director for Career Exploration and Planning will facilitate linkages with business/industry, postsecondary institutions, and CESA 4 schools to support students' exploration of and transition to postsecondary education and employment. Working in collaboration with school-based staff and employers, the Instructional Services Director will:

1. promote career awareness, exploration, and planning,
2. facilitate business, education, and community partnerships that provide classroom and work-based learning opportunities for students,
3. promote and facilitate the integration of career research and work-based learning opportunities into academic and CTE courses,
4. provide grant writing services for career exploration and planning activities,
5. coordinate consortium projects supporting career exploration and planning as requested by districts,
6. promote the use of technology for career planning and research,
7. provide career development, occupational, labor market, non-traditional career, and postsecondary information to educators,
8. take a leadership role in the implementation of career pathways,
9. assist with coordination of the Carl Perkins Consortium Grant and Youth Apprenticeship Consortium Grant programs,
10. maintain good public relations with school personnel and business and industry partners, and

11. perform other duties as assigned.

Required Skills

The successful applicant will demonstrate strong interpersonal, communication, and organizational skills. The ability to work collaboratively with others as well as proactively manage multiple projects with limited supervision is also required.

Application Procedures

Interested applicants may submit required materials through WECAN or send a letter of application, resume, copies of transcripts and DPI license(s), and three letters of reference to: Cheryl Gullicksrud, Administrator, CESA 4, 923 East Garland Street, West Salem, WI 54669. Applications will be accepted until 4:00 p.m. on Friday, February 16, 2018.