

Job Title: COORDINATOR, CAREER AND TECHNICAL EDUCATION
Reports to: Director of CTE
Dept. /School: Career and Technical Education/Gerardo Maldonado CTE Center
Wage/Hour Status: Exempt
Date Revised: November 18, 2019

Primary Purpose

Coordinate the district career and technical education program. Serve as instructional leader in development and improvement of instructional programs in Career and Technical Education.

QUALIFICATIONS

Education/Certification

Master's degree with emphasis in Education

Special Knowledge/Skills

Working knowledge of federal and state code governing career and technical education
Knowledge of career and technical education instructional programs and practices
Working knowledge of PEIMS reporting and funding practices
Demonstrate leadership experience
Ability to coordinate district functions
Ability to interpret policy, procedures, and data
Strong organizational, communication, public relations, and interpersonal skills

Experience

Five years teaching experience, required
Five years providing support for secondary and/or post-secondary education that links secondary education to business, industry, and post-secondary education, preferred

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Management

1. Work cooperatively with the CTE Director to ensure that student progress is evaluated on a regular, systematic basis, and that findings are used to make Career and Technical Education programs more effective.
2. Work cooperatively with the CTE Director to obtain and use evaluative findings (including student achievement data) to gauge program effectiveness and growth.
3. Work cooperatively with CTE Director to create CTE Master Course Schedule to improve instructional programs.
4. Assist CTE counselor with career exploration and awareness resources and testing materials to all counselors.
5. Ensure that curriculum renewal is continuous and responsive to student needs.
6. Ensure that student admission criterion for each Career and Technical Education program license and certification test are established and meet the program testing guidelines.
7. Identify local job opportunities and network with local businesses and post-secondary institutions.

8. Work cooperatively with CTE Counselor to assist students with career opportunities and experiences such as career days, field trips, course fairs, and obtain non-traditional guest speakers.
9. Maintain a working relationship with post-secondary schools and other agencies conducting career programs within the community.
10. Work cooperatively with CTE Counselor to disseminate and oversee Dual Credit enrollment and information and assist with Dual Credit registration.
11. Disseminate and oversee Dual Credit enrollment and information and assist in all post secondary initiatives.

Guidance and Placement

12. Assist CTE students through individual placement services and referrals.
13. Promote equal access to all CTE programs, services, and activities by reviewing admission criteria for over-requested classes and hold lottery if needed.
14. Provide supportive services for CTE students with special needs.
15. Work with high school administration in addressing discipline issues at CTEC.

Educational Placement and Career Preparation

16. Monitor the selection and educational placement of students in CTE programs.
17. Implement District wide CTE promotional programs and/or Course/Job Fairs.

Policy, Reports & Laws

18. Evaluate and approve work based training program plans and as requested by State Law, audits work base training sites for appropriateness.
19. Collect PEIMS information from teachers and counselors, tabulate that information and put pertinent information into CTE section of district data collection program.
20. Collaborate with teachers to develop methods to improve student attendance and achievement along with improvement of parent communication.

Communication and Community Support

21. Provide & present career, college, and scholarship information, as available, to counselors for dissemination to students, parents, and teachers.
22. Recruit employers and businesses to provide learning experience to students and provide assistance as necessary.
23. Articulate the district's mission and goals in career and technical education to the community and solicit its support in realizing mission.
24. Demonstrate awareness of district-community needs; make recommendations to meet those needs and initiate activities, as approved, to meet those needs.
25. Use appropriate and effective techniques to encourage community and parent involvement.

- 26. Organize and coordinate the district Career and Technical Education website for the CTE program on an annual basis and make recommendations for improvements based on student, community needs and program needs.

Ethics

- 27. Promptly report any suspected violations of the code of ethics, such as theft, fraud, data manipulation, or any other dishonest act in the workplace.
- 28. Safeguard against unauthorized access to assigned computer system and electronic data.
- 29. Maintain confidentiality of all data and files.

Other

- 30. Maintain confidentiality of information.
- 31. Perform other duties assigned by CTE Director.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours. May be required to work evenings and weekends in support of CTE functions.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____