



Sequoia Union High School District

Job Description

Job Title:	CTE Coordinator
Administrative Relationship:	Evaluated and directly responsible to the Assistant Superintendent, Educational Services
Classification:	Certificated Management
Requirements:	Minimum Degrees/Credentials/Experience Required for Position: B.A./B.S.; CTE Credential; Administrative Services Credential
Salary Schedule:	Certificated Management
Work-Year / Hours:	222 days
Location:	Various
Board Approval:	June 5, 2019

BRIEF DESCRIPTION OF POSITION

Under the direction of the Assistant Superintendent of Educational Services or designee, the CTE Coordinator provides leadership, support, and technical assistance to ensure the implementation and delivery of high quality CTE programs in compliance with state guidelines and district goals, including funding. The Coordinator works collaboratively with administrators, district staff, and teachers to ensure delivery of high quality CTE programs. The CTE Coordinator facilitates linkages with parents, business/industry, postsecondary institutions, and community organizations to support students' transition to postsecondary education and employment opportunities.

DUTIES AND RESPONSIBILITIES

- Provide outreach, guidance, and support to school sites and the District in achieving school and district CTE goals.
- Provide leadership and assistance with the development, revision, and evaluation of high quality, standards-based CTE curriculum and establish coherent CTE pathways that enable students to transition to postsecondary education programs that lead to a career pathway or attain employment upon graduation from high school.
- Develop and deliver district-wide CTE professional development opportunities for school staff and stakeholders to develop and implement key site, District, and state CTE initiatives.
- Collaborate with others (e.g. teachers, counselors, administrators, students, parents, other District personnel, community organizations, etc.) for the purpose of implementing and maintaining CTE services and/or programs.
- Facilitate the CTE Subject Area Council (SAC).
- Establish and facilitate college, community, business, and educational partnerships that provide opportunities for students and support CTE programs.
- Form ongoing and structural industry partnerships, documented through formal written agreements and through participation on advisory committees.
- Work with CTE teachers in forming, maintaining, and growing pathway advisory boards.
- Act as a liaison between the district and area Community College CTE programs.
- Provide for system alignment, coherence, and articulation, including ongoing and structural regional or local partnerships with postsecondary education institutions, documented through formal written agreements.
- Establish, implement, monitor and maintain district dual-enrollment agreements for CTE pathways.
- Provide opportunities for pupils to participate in after school, extended day, and out-of-school internships, competitions, and other work-based learning opportunities such as field trips, guest speakers, district-wide Career Fair, and Oracle's Social Innovation Challenge.
- Establish industry recognized credentials, certificates, badges, and other recognitions for district CTE pathways.
- Maintain a current knowledge base of Career and Technical Education latest trends, developments, and research including labor market and economic development trends.

- Evaluate District CTE programs and create systems and processes to track progress in attaining high-quality CTE programs utilizing quantifiable and data-driven rubrics. Prepare background documents, fact sheets, and other materials to communicate the District's progress on meeting its CTE objectives.
- Collaborate with district and site administrators to ensure state dashboard College and Career Indicator objectives are being met by their site CTE pathways.
- Assist Human Resources and Site Administration in the recruiting, selection, and training of CTE teachers, including working with teachers to obtain and/or fulfill their CTE credential requirements.
- Plan, organize and monitor district Career Technical Education budgets, including California Partnership Academies, Carl D. Perkins, CTE Incentive grant, CTE Specialized Secondary Programs grant, etc.
- Responsible for the application, expenditure, and reporting requirements of all career technical education program funds.
- Seek new funding opportunities and prepare applications for federal, state and private grants, as appropriate.
- Maintain knowledge of current federal and state legislation and local policies.
- Promote the CTE programs through outreach, marketing, and communications.
- Maintain a variety of detailed records in a variety of written and electronic formats.
- Attend relevant district, county, and state meetings.
- Perform other duties consistent with the scope and intent of the position.

REQUIRED QUALIFICATIONS

Education and Experience

B.A. or B.S. in related field and/or a CTE credential

Master's Degree from an accredited college or university

An Administrative Services credential

Five (5) years teaching or counseling experience

Two (2) years of experience in a school leadership or supervisory role

Knowledge of:

- Policies, objectives, rules, and regulations, related to CTE programs.
- Principles of professional development and training.
- Effective communication practices and skills including utilizing technology effectively.
- CTE systems, structures, programs, services, and resources in schools.
- Curriculum design, planning, development, implementation, and evaluation.

Ability to:

- Plan, coordinate, implement, and modify high-quality CTE programs for the District.
- Plan and facilitate professional development for various stakeholder groups.
- Coordinate a variety of CTE programs and activities districtwide.
- Coordinate project team members in order to meet established deadlines and goals
- Manage multiple projects and coordination services
- Utilize culturally-relevant practices with diverse student and family populations.
- Deliver written and verbal presentations and facilitate discussions
- Demonstrate integrity and tact when dealing with confidential information and sensitive situations
- Travel to various school locations and attend off-site meetings.
- Gather, organize, analyze, evaluate, and interpret both qualitative and quantitative data
- Establish and maintain cooperative working relationships with both colleagues and community members.
- Respond to and manage competing priorities.
- Work independently.

Working Conditions

- Office and school site environment.
- Driving a vehicle to conduct work.

Physical Demands

- Stamina to perform multiple assignments and tasks with frequent interruptions and deadlines under a variety of circumstances.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Hearing and speaking to exchange information and make presentations.