



CERTIFICATED JOB DESCRIPTION

**TEACHER ON SPECIAL ASSIGNMENT –
CAREER TECHNICAL EDUCATION COORDINATOR**

General Definition:

The Coordinator assists the Director of Educational and Pupil Services, site principals, and CTE teachers in administering, monitoring and implementing the requirements for a quality CTE program and all grant requirements. Provides leadership and support for the staff and collaborates with administrators, instructional staff, and community members in assuring that appropriate CTE curriculum and instructional practices are occurring in all classrooms and assists the principal in administration and supervising the instructional program. The Coordinator meets with CTE teachers individually and in small groups, with local, regional and statewide members of the public involved in CTE, and professional learning communities to support implementation of CTE program requirements.

Employment Term:

Annual certificated contract days plus 10 extra days

Salary:

Appropriate placement on the certificated salary schedule

Supervision From:

Director of Educational and Pupil Services/Designee

Qualification Requirements:

Education and Experience

- A minimum of five years secondary teaching or counseling experience required.
- Masters Degree in Education from accredited college or university preferred.
- A strong background in career technical education.

Certificates and Licenses

Current valid California teaching credential and/or Pupil Personnel Services credential (school counseling credential). Must possess a valid First Aid Card and CPR certificate. Valid California drivers' license and evidence of insurance, TB, and criminal justice fingerprint clearance.

Other Skills and Abilities

- Possess in depth understanding of services and career technical education principles and processes.
- Must possess excellent assessment, data analysis, writing, interpersonal, and communication skills.
- Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.
- Must possess the following skill-based competencies to satisfactorily perform the function of the position: analyzing; effective listening; facilitating meetings; guiding others; managing projects/programs; monitoring activities; planning; problem solving; and supervision

DUTIES AND RESPONSIBILITIES:

1. Assist with and promote high quality curriculum and instruction aligned with the California CTE Model Curriculum Standards including, but limited to, helping to provide a coherent sequence of CTE courses that enable pupils to transition to postsecondary education programs that lead to a career pathway or attain employment upon graduation from high school.
2. Assists in providing pupils with high quality career exploration and guidance.
3. Assists in providing pupil support services including counseling and leadership development.
4. Provides for system alignment, coherence, and articulation, including ongoing and structural regional or local partnerships with postsecondary education institutions, documented through formal written agreements.
5. Forms ongoing and structural industry and labor partnerships, documented through formal written agreements and through participation on advisory committees.
6. Provides opportunities for pupils to participate in after school, extended day, and out-of-school internships, competitions, and other work-based learning opportunities.
7. Reflects regional or local labor market demands and focuses on current or emerging high-skill, high-wage, or high-demand occupation.
8. Works to create industry recognized credentials, certificates, and appropriate post-secondary education, or employment pathways.
9. Assist in recruiting and retaining a skilled staff and provides professional development opportunities for those teachers and faculty.
10. Responsible for the application and expenditure reporting requirements of all career technical program grants, including Carl D. Perkins Career Technical Education grant, Agricultural Career Technical Education Incentive grant, CRANE, etc. (application, budget revisions, quarterly claims, expenditure reports).
11. Reports data, as a program participation requirement to allow for an evaluation of the program. Create plans to meet the data reporting requirements outlined as part of the grant criteria including the following:
 - The number of pupils completing high schools.
 - The number of pupils completing CTE coursework.
 - The number of pupils obtaining an industry-recognized credential, certificate, license, or other measure of technical skill attainment.
 - The number of former pupils employed and the types of businesses in which they are employed.
 - The number of former pupils enrolled in a postsecondary educational institution, a state apprenticeship, or another form of job training.
12. Promotes the CTE programs through outreach, marketing, and communications.

13. Collaborates with consortium members.
14. Works with CTE teachers in forming, maintaining, and growing advisory groups.
15. Participates in or leads meetings, workshops and seminars with CTE employees new to the district.
16. Assists staff in providing the best possible learning environment for all students.
17. Collaborates with others (e.g. teachers, counselors, administrators, students, parents, other District personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
18. Maintains a variety of detailed records in a variety of written and electronic formats.
19. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
20. Other related duties as assigned.

Physical Requirements:

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 is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lb. such as boxes of books. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud.