Job Title:	CTE Coordinator
Department:	Career and Technical Education (CTE)
Reports To:	CTE Director
FLSA Status:	Exempt
Salary Schedule:	AA lane 01

SUMMARY

The Career Technical Education (CTE) Coordinator will work to ensure the equity of CTE education in schools, increase awareness of CTE in schools to help build and improve the pipeline of CTE opportunities for students, and provide support for CTE teachers. The CTE Coordinator will be available to assist schools with CTE courses in grades 5th - 12th. The primary focus of this position will be in 6-12th grade CTE content areas and 5-7th grade computer science opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Communicates with CTE teachers to learn and implement best practices for their CTE curricular discipline.

Provides a professional development (PD) pipeline for all teachers to have access to learn concepts of CTE content areas to include pedagogy, and standards to meet updated licensure requirements.

Works to alleviate obstacles CTE teachers may face in the educator licensing and endorsement processes, and provide on-going support for CTE teachers working on their CTE licensing/endorsements, while monitoring progress.

Keeps all CTE personnel up-to-date on new and upcoming CTE events and measures.

Plans and facilitates PD sessions for general CTE 5th-12th grade education, as well as 5-7th Computer Science education and integration.

Travels to schools as a support mentor, providing resources and pedagogical training to CTE teachers and computer science paraprofessionals.

Attends conferences, PD workshops, etc. to ensure continued learning and growth for CTE content areas.

Participates in on-going personal professional learning experiences in CTE content areas.

Helps to facilitate and support district and school CTE events and computer science related events (Competitions, camps, maker-space events, hour of code support, DSU camps, etc).

Works with other support personnel to eliminate barriers for underserved populations, ensuring

CTE education opportunities are attainable for all students.

Collaborates with industry partners through community outreach to articulate schools' needs and best practices related to CTE.

Coordinates and helps facilitate current and future grants relating to CTE content areas.

Establishes trust, rapport, and credibility with district and school administrators, as well as teachers of all disciplines.

Facilitates conversations with individual CTE teachers, grade-level teams, staff, and other groups.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Demonstrated knowledge of teacher pedagogy relating to CTE and classroom implementation of best practices in instruction.

Demonstrated leadership skills with evidence of taking leadership positions and desire for continuous learning. Ability to engage with and facilitate groups, to collaborate with others, and to build trust and consensus with a variety of groups. Ability to work well independently (self-starter) and extremely organized and detail-oriented.

Demonstrated skills in organization, problem solving, critical thinking, and communication. Must be extremely organized, detail oriented, and passionate about helping students and schools.

Proficient in district learning management systems (LMS--Schoology and Canvas). Ability to use standard district technology effectively for a variety of purposes. And willingness to learn new technology/software to meet the purpose of the job.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE
A related bachelor's degree or a minimum of 6 years of successful industry related occupational experience or an equivalent combinationation of experience and education.

Experience facilitating professional development sessions for teachers and staff.

Preferred experience includes experience coaching adults, and/or grant writing experience and implementation.

CERTIFICATES, LICENSES, REGISTRATIONS
Must have an active Professional Utah Teaching License with an endorsement in the area of CTE.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *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 regularly required to talk or hear, use fingers and hands to handle, and reach with hands and arms. The employee is frequently required to stand, walk, or sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: **CTE Director**			Date: **04/23/2020**
Approved By: **Assistant Director, Human Resources**			Date: **04/28/2020**
☐ Reviewed	☑ Revised	By: **CTE Director**	Date: **05/06/2021**
☐ Reviewed	☐ Revised	By:	Date:
☐ Reviewed	☐ Revised	By:	Date:
☐ Reviewed	☐ Revised	By:	Date:

<u>**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**</u>

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description

and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	