

**Job Title:** TSA - CTE Cone Site Specialist  
**Department:** CTE  
**Reports To:** School Administrator and CTE Administration  
**FLSA Status:** Exempt  
**Salary Schedule:** TT (TOSA level 3)



## **SUMMARY**

The CTE Cone Site Specialist supports and assists the Career & Technical Education (CTE) and Career Pathways initiatives at the middle and high school level. Responsibilities include coaching, supporting, and guiding WCSD secondary teachers in implementing authentic problem-based and best practices in CTE. The Specialist also collaborates with counselors and supports teachers to enhance their focus on CTE pathways and address their specific needs, ultimately fostering a robust program at the high school level.

This position may be a secondary assignment that is in addition to a primary Secondary Teacher job assignment. Therefore the essential duties and responsibilities are in addition to those identified on the Secondary Teacher job description.

**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.*

Conducts classroom visits to maintain uniformity in teaching practices across PLC teams, offering guidance on effective instructional strategies. These visits encompass a range of activities, such as observing CTE instruction, collaborative lesson planning, instructional modeling, co-teaching, consultation, reflective discussions, and providing tailored feedback to teachers as necessary. Additionally, collaborates with school learning coaches and administrators to ensure the delivery of effective CTE instruction.

Supports educators in classroom structure/management, acquiring necessary materials, and developing learning activities that align with learning goals and objectives.

Assists with the data collection and reporting of CTE and Career Pathway activities.

Assists team leads with transportation coordination for CTE/CTSO events.

Provides assistance to teachers in aligning curriculum both vertically and horizontally.

As a team player, provides valuable resources for the school's administrative team and learning coaches, offering insights and guidance on CTE instruction and student needs.

Assists with managing YouScience skills certification and industry certifications, to include, disseminating, analyzing, and data collection and reporting.

Supports the planning, coordination, and facilitation of valuable work-based learning experiences by collaborating with the Work-Based Learning Coordinator and leveraging business/industry and community resources.

Collaborates with WBL coordinators and teachers to help support career development and internships.

Works in partnership with educators and middle/high school counselors to create courses aligned with established pathways, leveraging YouScience and student data as valuable resources.

Collaborates with CTE and Pathway Coordinator(s) to create and enhance the CTE curriculum and assessment program, fostering a partnership that supports CTE and Career Pathway initiatives.

Coordinates with CTE Coordinator to develop each CTE content area with a 3–5 year rotating schedule, for an annual safety/hazard review of all CTE spaces (shops, classrooms, labs, etc).

Calendars events for CTE/CTSO events on CTE district calendar.

Attends monthly meetings with PLC district cone-site specialists.

Models non discriminatory practices in all activities.

Stays up to date with advancements, research findings, and technological innovations in the field of instructional best practices within Career & Technical Education.

#### **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.*

Demonstrate a proven track record of active participation in CTE and/or school activities and committees, including leadership roles beyond the classroom.

Proficiency in CTE curriculum, familiarity, expertise in instructional best practices, and a sound grasp of adult learning theory are essential.

Possess effective instructional delivery skills and the ability to mentor and train fellow teachers in effective techniques and strategies.

Must have strong organizational and communication skills, along with the capacity to establish and maintain productive working relationships with teachers, administrators, community members, students, and other stakeholders.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret technical journals and legal documents. Ability to respond to common inquiries or complaints from parents, community, and staff members.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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**

Bachelor's degree from an accredited college or university.

**CERTIFICATES, LICENSES, REGISTRATIONS**

An active UT professional level teaching license with endorsements in Career & Technical Education area, and a minimum of 3 years of successful CTE teaching experience.

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 use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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 employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: <b>CTE Coordinator</b>			Date: <b>01/12/2024</b>
Approved By: <b>Assistant Director, Human Resources</b>			Date: <b>02/07/2024</b>
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
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**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*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:	