

7. Coordinate with CTE Supervisor to plan appropriate staff development to facilitate improvement of all performance indicators.
8. Provide technical assistance and training for teachers in appropriate use of text scanners and downloading of data to computer files to maximize use of existing and new computer work stations.
9. Assist teachers in collecting and using data related to curriculum content, instruction and student learning.
10. Keep abreast of educational initiatives and programs as well as state/federal recommendations and policies.
11. Provide technical assistance to teachers in using assessment data to adjust instruction to increase student achievement.
12. Perform other duties and responsibilities as assigned by the Director of Career and Technical Education.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/FLSA

Starting Salary and/or Grade: Exempt State teacher salary

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Knowledge of the Career and Technical Education curriculum area requirements.
- Ability to use web-based instructional and assessment systems.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.