

**CTE Lead Teacher/Coordinator**  
**New Hanover County Schools**

**Job Description**

**Class: Certified**

**Dept: Instruction and Academic Accountability**

**TITLE: CTE Lead Teacher Coordinator**

**QUALIFICATIONS:**

1. Bachelor's degree and current license in any CTE program area or Bachelor's degree and current license in Curriculum and Development or Instructional Technology.
2. North Carolina teaching certificate in Career and Technical Education.
3. Work experience within the past eight years in one of the following: classroom teacher in a CTE program area or professional support in an educational setting: CDC, Special Populations, Curriculum Specialist or Instructional Technology.
4. Other qualifications as the superintendent and Board may determine appropriate.

**REPORTS TO:** Supervisor of Career and Technical Education

**JOB GOAL:** To support and participate in the development of the CTE department vision and goals.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school/department issues.
2. Assist with program planning, implementation and evaluation of instructional programs and practices.
3. Serve as curriculum liaison between the NC Department of Public Instruction and NHCS CTE department chairpersons and facilitators.
4. Provide instructional support and staff development to new and veteran CTE teachers using the new language around the Course User Guides, data utilization and reporting.
5. Assist CTE Supervisor with reporting requirements for state, federal and local initiatives.

6. Collaborate with local organizations to provide outreach programs which are aligned to the curriculum.
7. Assist CTE Club advisors with coordination of schedules for local, district, state and national competitions.
8. Collaborate with other departments and serves on interdepartmental committees.
9. Participate in professional development/training to meet federal, state and local requirements. Keep abreast of educational initiatives and programs, as well as state/federal recommendations and policies.
10. Assist with textbook adoption process and the selection of appropriate instructional materials.
11. Coordinate with CTE Supervisor to ensure that professional development and other strategies for improvement are included in the local plan.
12. Monitor assigned zones, conduct program walkthroughs and provide monitoring reports to CTE Supervisor.
13. Assist with school redesign initiatives to provide innovative programs such as Project Lead the Way (PLTW), Computer Science/Coding, Career-Themed High Schools and Career Academies.
14. Performs related duties and responsibilities as required by the Principal/Director.

*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:** Ten month work year/FLSA Exempt

**Starting Salary and/or Grade:** Teacher Salary Scale

**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 NC SCOS K-12.
- Ability to use web-based instructional and assessment systems.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.

- Demonstrate strong knowledge of computers and all aspects of the Microsoft Office Professional software programs. Ability to create and maintain a webpage.
- 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.