



BRIEF DESCRIPTION OF THE POSITION

Under the direction and supervision of the Director of Career Education, the Career Technical Education (CTE) Instructional Specialist will assist in the development, implementation, and evaluation of changes to the instructional program. CTE Instructional Specialists will support State and Local grant requirements and work plans through data collection, analysis, presentation, and implementation; specifically, by collaborating with teachers on a one-to-one and/or small group basis to assist in the successful integration of High-Quality CTE Program Elements. CTE Instructional Specialists will facilitate regular meetings at the district level, conduct in-service sessions on a variety of topics, and prepare training materials and other duties as assigned.

CTE Industry Sector

- Arts, Media & Entertainment
- Building & Construction/Manufacturing & Product Development
- Business & Finance/Marketing Sales & Service
- Education/Public Services
- Engineering/Architecture/Information, Communication Technologies
- Health Science & Medical Technology
- Hospitality, Tourism & Recreation
- Agriculture/Natural Resources/Energy, Environment & Utilities/Transportation

MAJOR DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

- A. Supports instruction and curriculum development, regular updating, and implementation of District master plans and curriculum frameworks.
- B. Assists in the evaluation of instructional programs.
- C. Collaborates to identify industry-specific professional learning needs/opportunities, including lesson study and instructional strategies, theoretical knowledge, content knowledge, and educational processes, and then facilitates the delivery of such professional learning.
- D. Facilitates job-a-likes to discuss and develop curriculum and instructional strategies to improve student achievement.
- E. Assist teachers through peer coaching, curriculum design, classroom observations, and peer feedback on effective instructional teaching strategies, lesson design, and co-planning lessons.
- F. Provides professional learning opportunities to teachers in the area of intervention materials, assessment and monitoring, and best practices that focus on the needs of English Language Learners, students with special needs, and at-risk learners.
- G. Participates in professional learning opportunities to better support district vision and CTE teachers.
- H. Assists teachers and administrators in preparing for the administration, execution, and later the analysis of pertinent data.
- I. Prepares and supports CTE teachers to implement the California CTE Model Curriculum Standards. Design, implement and support learning opportunities for teachers with the intent to build capacity and expertise in industry-specific pathway standards.
- J. Provide leadership in the development and implementation of the district, state, and federal CTE plans;

- promote the district vision and provide leadership.
- K. Provide leadership in the identification and utilization of industry-aligned technology and/or certifications.
 - L. Plan and actively participate in department chair, industry and CTE grant required advisory committee, District Curriculum Committee, Technology Advisory Committee, and Weekly CTE instructional specialist meetings.
 - M. Supports in the updating of pacing calendars and aligning curriculum to current industry trends, articulation agreement(s) with local community colleges, and CTE Pathway and Program Standards.
 - N. Prepares and supports CTE teachers to establish dual enrollment partnerships with local community colleges.
 - O. Supports the onboarding and implementation of Career Technical Student Organization (CTSO) related activities.
 - P. Demonstrates organizational skills to manage multiple projects, prioritize work, keep and maintain accurate records, and meet deadlines.
 - Q. Operate a computer, laptop, and other office equipment; experience with software packages and curriculum-based products and hardware.
 - R. Perform related duties as assigned.

ABILITY TO

- Communicate in an appropriate, effective and timely manner with all members of the school community.
- Work collaboratively with certificated and classified employees and administration.
- Utilize instructional technology to facilitate learning and provide just-in-time support.

REQUIREMENTS

WORK YEAR:	Certificated teacher work year
CREDENTIAL:	CTE California Teaching Credential
EXPERIENCE:	Five years of successful teaching experience (preferred)
SALARY:	Certificated teacher salary schedule Categorical/Grant Funded
SELECTION:	Selection procedures will be in accordance with those established for all certificated personnel by district policy or administrative regulation.
ASSIGNMENT PROCEDURES:	Assignment procedures will be in accordance with those established for all certificated personnel by district policy or administrative regulation.
ASSIGNMENT SPECIFICS:	Position is established for two years. At the conclusion of the second year, CTE Instructional Specialists must reapply for the position.
BENEFITS:	Medical (employee contribution), 100% dental, vision