

**Position:** Skills USA Advisor

**Level:** High School

**Type:** Competition

**Minimum Requirements:**

- CTE Teaching license

**Required Knowledge, Skills & Abilities:**

- District, state, Skills USA organization, and national guidelines
- Understanding child growth and development
- Using assessment techniques and monitoring strategies to identify student efforts, performance, strengths and weakness.
- Effectively communicating with both students and adults.
- Providing training and coaching to improve individual and team performance.
- Managing and directing adult volunteers.
- Providing leadership and vision for the program.

**Responsibilities:**

- Planning for daily/weekly time spent with students
- Providing supervision at all events, meetings, practices and competitions
- Ongoing and updated communication with students, parents and families
- Working directly with school administrator
- Implementing changes from district or Skills USA organization with students, other advisors, school administration
- Scheduling events, planning for transportation, reserving facilities
- Handing out, collecting and monitoring paperwork throughout the year
- Establishing shop & lab procedures and supervision.
- Maintaining an updated inventory of equipment (uniforms, supplies, tools, etc)
- Managing a budget & purchasing equipment.
- Recruitment of program participants.
- Securing equipment, tools, and consumables between events
- Transporting equipment, tools, and consumables to competitions

**Equipment & Facilities:**

- Labs/shops
- Equipment, tools & supplies

**Total number of events:**

- 2-3 hour weekly meetings Sept- June
- 1 2-day state competition (Fri-Sat)
- 1 7-day national competition (Sun-Sat)