

CTE High School Program Coordinator
New Hanover County Schools

Job Description

Class: Certified

Dept: Instruction and Academic Accountability

TITLE: Program Coordinator

- QUALIFICATIONS:**
1. Master's degree in Education, Counseling or a related field with a concentration in Career and Technical Education and business industry experience preferred.
 2. Minimum of five years teaching experience and a current North Carolina teaching certificate.
 3. Other qualifications as the superintendent and board may determine appropriate.

REPORTS TO: Director of Secondary Education

JOB GOAL: To coordinate the implementation of state and local requirements for CTE pathway concentration at the district-wide CTE High School through collaborative work with local and state agencies, business partners and Cape Fear Community College.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining career and technical education and academic accountability.
2. Promote vision, mission and goals for the CTE High School aligned with LEA district goals.
3. Plan and design Career and Technical High School courses aligned with Community College pathways and blended high school graduation requirements.
4. Coordinate the work of the CTE Work Group Subcommittees.
5. Collaborate and plan with Community College staff projected CTE High School program area needs.
6. Analyze, identify and plan professional development designed and aligned with teacher, student and school needs.
7. Establish and maintain working relationship with business and industry advisory partners to analyze student enrollment and training alignment with local industry employment needs.

8. Compile and monitor projected budget needs to effectively support the implementation of the CTE High School.
9. Maintain up-to-date student enrollment and performance data to evaluate student progress towards pathway completion, work readiness and overall graduation rates.
10. Conduct and monitor program reviews to evaluate overall CTE High School program effectiveness for continuous improvement.
11. Stay current with state and federal legislative changes and the impact of the changes on educational initiatives.
12. Perform other duties and responsibilities as assigned by the Director of Secondary 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 Exempt

Starting Salary and/or Grade: State 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 Career and Technical Education curriculum area requirements.
- Ability to use web-based instructional and assessment systems.
- Ability to work effectively in collaboration with diverse groups of people.
- Demonstrate action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- 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.