

### **BRIEF DESCRIPTION OF POSITION**

The Career Technical Education (CTE) Career Development Coordinator, under the supervision of the Director – Career Education, will assist in the development, implementation, and evaluation of work-based learning programs that include student-led enterprises, pre-apprenticeship/apprenticeships, internships and career technical student organizations (CTSOs) competitions and events. The CTE Career Development Coordinator will facilitate regular meetings at a district/site level, provide professional development on work-based learning related curriculum and program requirements, complete projects, plan and host events, and other duties as assigned.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Provides support with CTE program development and implementation of work-based learning programs/events that include student-led enterprises, pre-apprenticeship/apprenticeships, internships and career technical student organizations (CTSOs).
2. Assists in the collection, analysis and submission of data from work-based learning programs/projects for CALPADS, CAL-PASS, CTE Completion and other relevant student achievement data.
3. Monitors and supports state identified elements of a high quality CTE work-based learning program.
4. Provides support to all CTE teachers, including on-boarding professional development and other identified teacher training needs.
5. Provides support, training and data analysis for career development/work-based learning programs.
6. Supports state and local grant requirements and work plans.
7. Provides support in the development and evaluation of CTE facilities and lab needs required for career development/work-based learning programs/projects.
8. Provides support and coordinates activities to prepare special populations for high-skill, high-wage, high-demand occupations that will lead to a living wage.
9. Provides support for required program monitoring and compliance with federal, state, and local regulations.
10. Stays current with CTE federal and state requirements by attending professional development webinars, conferences, workshops and related meetings.
11. Monitors the academic achievement of CTE students and works with sites to develop and implement career development/work-based learning programs to improve the academic achievement of students in the program.
12. Performs other duties as assigned.

### **KNOWLEDGE AND ABILITIES**

- Ability to communicate effectively
- Skilled in interpreting policies, procedures and data
- Maintains emotional control under stress

### **PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS**

- Frequent district-wide and occasional statewide travel
- Occasional prolonged and irregular hours
- Infrequent heavy lifting

**REQUIREMENTS**

<b>WORK YEAR</b>	Certificated teacher/counselor work calendar
<b>CREDENTIAL</b>	Valid CTE California teaching or in other certificated support services credential
<b>EXPERIENCE</b>	Valid CTE CA Teaching Credential Three years of successful teaching/counseling experience (Preferred)
<b>SALARY BENEFITS</b>	Certificated teacher salary schedule  <i>(Please note that since the programmatic budgets for Career Technical Education grants contain personnel costs necessary to implement, this position is being advertised as a temporary/restricted position funded by categorical/grant revenues.)</i>
<b>SELECTION</b>	Selection procedures will be in accordance with those established for all certificated personnel by district policy or administrative regulation.
<b>ASSIGNMENT PROCEDURES</b>	Assignment procedures will be in accordance with those established for all certificated personnel by district policy or administrative regulation.
<b>ASSIGNMENT SPECIFICS</b>	Position is established for two years. At the conclusion of the second year, the CTE Career Development Coordinator must reapply for the position.