

COOSA COUNTY SCHOOLS
JOB DESCRIPTION

JOB TITLE: WORKFORCE DEVELOPMENT AND CAREER AND TECHNICAL EDUCATION COORDINATOR

REPORTS TO: Superintendent

QUALIFICATIONS:

Master's degree AND
Five (5) years of educational experience OR
Equivalent combination of education and experience.
Such alternative to the above qualifications as the Board may require.

Certificates and Licenses: Valid Alabama Education Administration/Instructional Leadership Certificate

OTHER REQUIRED QUALIFICATIONS:

Proficiency in Microsoft Office (Outlook, Word, Excel); student database software; Web
Ability to travel up to 10% of the time for meetings, professional development, etc.
Ability to clear required background check
Previous Career Learning administrative experience

DESIRED QUALIFICATIONS:

Experience as an online educator
Experience with working with an advisory board
Maintains a good relationship with the regional workforce council

JOB GOAL: The Workforce Development and Career and Technical Education Coordinator plays a key role in developing and executing the program vision. The role develops, facilitates and manages Career Learning programs that support career pathways and integrated academics by providing instructional leadership, community building and human and financial resources management. The role carries out the mission of the school to ensure a quality educational experience by preparing students with specific technical skills, employability skills and integrated academics for advancement along a career path and lifelong learning.

PERFORMANCE RESPONSIBILITIES:

1. Drives academic performance for school; Ensures conformance of educational programs to state and local school board standards through evaluation, development and coordination activities; As needed, researches and implements non-K12 curriculum resources that meet state standards;
2. Leads, supports, coordinates Career Learning programs through planning and implementation processes, which include but are not limited to project-based learning, career pathways, integration of academics, integration of technology and work skills for the 21st century and which include emphasis on technical preparation;
3. Helps articulate the school's mission and vision with the aim of ensuring all stakeholders have a common understanding and are positioned to work cooperatively to achieve desired results; Utilizes/relies heavily upon communication technologies and practices that most effectively support a predominantly virtual / remote work environment;
4. Assists in ensuring quality student service programs (i.e. attendance, discipline, records, special services, guidance/counseling, scheduling, emergency procedures); Supports the initiation and development of Career and Technical Student Organizations (CTSO); Support the work-based needs of students through a variety of activities;
5. Confers with teachers, students, and parents concerning educational and behavioral problems in school; Coordinates with teachers regarding expulsions and withdrawals;
6. Identifies and coordinates all School and CTE related testing; Develops testing calendars; Communicates resource needs for testing;
7. Ensures the acquisition and efficient allocation and utilization of financial resources for the program; Utilizes assessment data in planning, budgeting and delivering instructional programs;
8. Monitors, anticipates and implements mandated State and Federal Career Learning Program guidelines in conjunction with other key stakeholders to ensure program compliance and funding; Provides information / data needed to complete funding applications; Tracks and provides information and support for all school required reporting;

9. Ensures that the school is meeting the needs of students while complying with local, state, and federal laws including those pertaining to special education, Career Learning, Title 1, and other categorical programs;
10. Develops and oversees implementation of the school's Academic and School Improvement Plans;
11. Coordinates Career Learning-related professional development activities including bringing in outside experts on various topics; Attends Career Learning conferences on the state and national level on at least a quarterly basis.
12. Supervisory Responsibilities: Directly supervises 3 - 8 Full-time Equivalent (FTE) regular employees and/or contractors. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EVALUATION:

Evaluation of job performance will be conducted in accordance with the current requirements of the State Department of Education.

*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.