

LYON COUNTY SCHOOL DISTRICT

Career and Technical Education Specialist

Job Group: Clerical

Classification: Classified

Terms of Employment: Pay Grade 31 on the Classified Salary Structure (12 month)

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY: The Specialist assists the Executive Director of Educational Services, Grants Manager, site administrators and Career and Technical Education (CTE) Teachers in administering, monitoring and implementing the requirements for a quality CTE program and all grant requirements. Collaborates with administrators, instructional staff, Work Based Learning Specialist, and community members in ensuring that appropriate CTE programs are occurring across the district. The CTE Specialist also assists site administrators in the implementation of the CTE instructional program. The Specialist meets with CTE teachers individually and in small groups, with local, regional and statewide members of the public involved in CTE, and professional learning communities to support implementation of CTE program requirements. This position is responsible for the implementation of competitive and non-competitive grant programs, case management, fiscal management, and monitoring of the grants. In addition, this position will work closely with other program Specialists in order to support school and district initiatives. Travel is required. Late afternoon and evening meetings will be required throughout the year. This position reports directly to the Grants Manager. Duty station will be in Fernley.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

Prepare, facilitate, implement and report:

1. Assists with and promotes high quality CTE programming across the district, which aligns with the new Nevada CTE Model Curriculum Standards that enables pupils to transition to postsecondary education programs that lead to a career pathway or attain employment upon graduation from high school.
2. Provides for system alignment, coherence, and articulation, including ongoing regional and local partnerships with postsecondary educational institutions, documented through formal written agreements.
3. Collaborates with Work Based Learning Coordinator to ensure the formation and ongoing industry and labor partnerships, documented through formal written agreements and through participation on advisory committees.
4. Coordinates the Technical Skills Advisory quarterly committee meetings.
5. Promotes the CTE programs through outreach, marketing, and communications.
6. Facilitates the grant application, expenditure, amendment, requests for reimbursement, and reporting requirements of all career and technical program grants, including, but not limited to, Carl D. Perkins Career and Technical Education grant, State CTE Allocations grant, State CTE Competitive grant, etc.
7. Regularly communicate status of grants implementation, modifications and funding to the Grants Manager and Executive Director for Educational Services.
8. Reports data for program evaluation purposes and creates plans to meet the data reporting requirements outlined as part of the grant criteria and program reporting.
9. Facilitates group CTE standardized skills assessments and employability skills assessments with students in accordance with state testing programs.
10. Assist in compiling the data and preparing the Comprehensive Local Needs Assessment (CLNA) annually.

11. Participates in regional, state, and national conferences, workshops, and meetings to stay current on legislation, policies, labor market, and economic development trends as related to assigned Grants.
12. Serves as the LCSD liaison and acts in a supportive role with site administrators for students, parents, counselors, NDE, businesses, and post-secondary institutions as required by the grant, under the direction of the Grants Manager.
13. Coordinates the state and federal accountability reports as required by the grants.
14. Plans, develops, monitors, and maintains the budgets, inventory, financial records, and other fiscal management compliance reports and audits.
15. Reviews and processes purchase orders, ensuring sufficient funds are appropriately allocated and utilized.
16. Monitors and files Personnel Activity Reports as outlined within the various grants.
17. Prepares monthly grant reports as outlined in the various grant guidelines.
18. Prepares and file expenditures as related to the various grant programs.
19. Responds to inquiries from staff about grant budget information.
20. Maintains all grant files, including all necessary documentation for audits.
21. Coordinates and maintains District inventory of grant equipment and items of value for each of the grants.
22. Ability to work cooperatively with professional administrative, certified and classified staff as well as community partners.
23. Works independently in completing assigned tasks.
24. Handles multiple tasks with shifting priorities.
25. There will be some training and meetings in the late afternoon or evening where time will be flexed.
26. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients and customers.
27. Regular and consistent punctuality and attendance are essential functions of the job.
28. Performs and participates in other related duties as assigned by the Grants Manager or their designee.

POSITION EXPECTATIONS:

1. Ability to acquire research and review the federal register, foundation notices, and other relevant publications for sources of funding.
2. Knowledge of bookkeeping, including creating and monitoring budgets.
3. Knowledge of federal and state grant programs and fiscal requirements.
4. Ability to prioritize and organize multiple projects to meet deadlines and requirements
5. Excellent technical writing skills.
6. Excellent written and oral communication skills.
7. Familiarity with the educational mission and functions of a typical school district with approximately 9,000 student enrollment.
8. Mobility and stamina to maintain an active schedule, with frequent travel to each of the school sites within the district and meetings within and out of the district.
9. Travel is required throughout the year.

POSITION REQUIREMENTS:

Education and Training:

Any combination of education and experience that could likely provide the required knowledge and skills in qualifying for this position. The typical way to acquire the required knowledge and skills and standard for this position would be:

1. HS diploma or High School Equivalency required. Associates degree or higher preferred, and
2. 2 year grants or CTE program experience, and/or experience in workforce development
3. Experience with fiscal management, organization, and record keeping.

4. Working knowledge of Microsoft Office

Equivalent experience in Career & Technical Education or grant coordination may be substituted for education. Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement

Licenses and Certifications:

1. A valid Nevada driver's license is required at the time of appointment.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Must have the ability to lift 50 pounds to waist height, and the ability to restrain student(s) as needed to prevent injury to self or others.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Exposure to climate controlled office/classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

Hazards: Stress, anxiety, verbal and physical aggression. Office/classroom furniture, playground/office equipment, blood borne pathogens, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting		X		
Standing		X		
Walking		X		
Bending/Stooping/ Squatting/Twisting		X		
Crawling	X			
Kneeling	X			
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs	X			
Climbing while working	X			

(ladder, stools, roofs, poles)				
Balancing	X			
Lifting &/Or Carrying objects:	X			
50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)	X			
Fine Manipulation	X			
Repetitive Work			X	
Weight Bearings	X			
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle		X		
Working Alone			X	
Operating Machinery or Equipment:				
Heavy Equipment	X			
Vibrating Equipment	X			
Power Tools	X			
Machine/Electrical Hazards	X			
Ladders ≥ 6 Feet	X			
Personal Protective Equipment	X			
Respirator Use	X			
Work Conditions:				
High Noises	X			
Heights	X			
Confined Spaces	X			
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste	X			
>8 Hrs Day	X			
Overtime/Irregular Hrs		X		
Senses:				
Eyes	X			
Visually Demanding Work	X			
Near Vision	X			
Far Vision	X			
Depth Perception	X			
Basic Color Discrimination	X			
Hearing Protection	X			
Speech Discrimination	X			
Audio Alarms	X			
Ability to Smell	X			

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand this explanation and job description.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____