



# SPECIALIST ACADEMY CTE JOB DESCRIPTION

**JOB TITLE:** Specialist - Academy/CTE  
**REPORTS TO:** Director of CTE  
**LOCATION:** Education Support Services  
Campus Based

**FLSA STATUS:** Exempt  
**PAY GRADE:** ADM-04  
**DAYS:** 260  
**JOB ID & DATE:** ADM-46 | March, 2024

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## JOB PURPOSE SUMMARY

Assists the CTE Director in overseeing all aspects of the Adams 14 School District Career and Technical Education Program. Provides expertise, knowledge, assistance, leadership, development, promotions, and support to all building and district career and technical education staff, students, courses, and programs. This position reports to the Director of Career and Technical Education

## REQUIREMENTS

### Education Level Details

Master's Degree or Higher

### License / Certification Required

Endorsements/Licenses Hold or be eligible to hold a Colorado Principal's License  
Hold or be eligible to hold a Colorado CTE Director's License

### Work Experience Required

Experience teaching in a CTE field recommended  
Minimum of three years of experience as a teacher  
Minimum of three years of successful building leadership experience preferred

### Other Skills and Abilities Required

Deep understanding of what effective teaching looks like  
Commitment to effective and rigorous instruction  
Track record of successfully influencing and motivating teachers to action  
Demonstrated ability to lead multiple high-profile and complex projects simultaneously  
Collaborative team player, comfortable leading as well as executing projects as required  
Excellent leadership, management, and organizational skills required  
Excellent communication and interpersonal skills  
Flexible and able to multi-task within an ambiguous, fast-moving environment,

## **FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES**

### Major Responsibilities

- Implement the Colorado Work-Based Learning Continuum to provide instruction and course/program management to prepare students to be Postsecondary and Workforce Ready (PWR) at the high school level in areas of career awareness and exploration; career preparation; and career training.
- Integrate the Colorado Department of Education's Essential Skills in all WBL instruction, activities, and experiences.
- Connect students to interest/passion career opportunities and coordinate learning opportunities for students on-and-off campus.
- Support and partner with school counselors as students complete Individual Career and Academic Plans (ICAP) using the Xello software program.
- Collaborate with staff and postsecondary institutions to develop and maintain career pathways which prepare students for apprenticeships, community college, or university degree programs.
- Manage and promote requests via Xello to connect Adams 14 School District high school students with Denver area employers and community mentors to provide meaningful WBL opportunities.
- Collaborate with core content, CTE, ACE, and SWAP teachers to connect and disseminate information on WBL and PWR programs and opportunities for students.
- Supervise and monitor students in work, internship, apprenticeship, and volunteer experiences to assess/evaluate their skill development, provide support, and track appropriateness of workplace conditions.
- Monitor and assist in the maintenance of required documentation for registered apprenticeships and WBL experiences. Collect and submit participant data or reports on scheduled deadlines in required format.
- Establish relationships with businesses, local workforce agencies, and higher education partners for the purpose of providing WBL experiences, registered apprenticeships, industry certifications, and concurrent enrollment support. Support experiences to help students meet Poudre School District graduation guidelines.
- Support students in creating and implementing Capstone Projects including career research, exploration and education options.

### Planning and Administration

- Collaborates with other departments in the development and implementation of Work Based Learning.

- Supports the Director of CTE in developing and managing assessment budgets, expenditures, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and/or fiscal practices are followed.

#### Communication

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

#### Compliance

- Participate in staff development activities to improve job-related skills.
- Comply with state, district, and school regulations and policies.
- Compile, maintain, and file all reports, records, and other required documents.

#### Budget and Resource

- Project budgetary needs and plans for effective use of fiscal resources.
- Maintain accurate records in accordance with professional standards, state guidelines, and school system policy.
- Review processes for improvement opportunities and implement adjustments as needed to ensure quality results.

#### Policy, Reports, and Law

- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Comply with all district and campus routines and regulations.
- Perform other duties as assigned by the Superintendent of Schools. Develops and fosters collaborative relationships with schools, departments, other district groups, and the community that enhances the work of the district.

### **SUPERVISORY RESPONSIBILITIES**

May be required to supervise paraprofessional staff

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential

functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Printed Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_