

CAREER AND TECHNICAL EDUCATION (CTE) COORDINATOR

DEFINITION:

The Career and Technical Education (CTE) Coordinator serves as the administrator for the Secondary CTE Programs for FCUSD. The Coordinator will assist in the overall administration of the District's CTE programs, personnel, and facilities.

QUALIFICATIONS:

Credential:

- Possession of a Valid Administrative Credential
- Possession of a California Teaching Credential
- Possession of a CTE Credential, or its equivalent

Experience:

- Minimum of five years of classroom teaching in a CTE program desired
- Previous administrative experience demonstrating leadership in the area of CTE

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Assistant Superintendent for Secondary Instruction or designee, the CTE Coordinator will:

- Oversee all aspects of the CTE Program, including guidelines on compliance with CTE.
- Implement policies and procedures related to CTE including curriculum, special population services, Carl Perkins legislation, and available support services within/outside the schools.
- Plan for the development of CTE programs in alignment with the District's Vision.
- Participate in the establishment of advisory committees and work with these committees in the development and improvement of programs.
- Assist in the selection, employment, and professional development of CTE certificated personnel in the secondary schools (includes employment interviews, classroom visits, in-service training).
- Oversee the alignment of College and Career Anchor Standards with CTE courses/pathways.
- Review, recommend, and provide guidance in the selection and use of instructional materials as aligned with the College and Career Anchor Standards.
- Initiate, arrange, and facilitate professional development for CTE teachers.
- Assist with grant writing, data reports, and the development of partnerships/internships with community, business, and industry.
- Participate within the community to develop positive public relations, and maintain a working relationship with industry and business leaders.
- Evaluate, monitor, and maintain direct communications with fiscal services in regards to District's request for new programs or program expansion, additional program resources or supplies and approval of purchase order requests for the improvement and development of current instructional programs.
- Develop program budgets and coordinate the development of grant applications in order to maintain current programs and develop new programs.
- Monitor expenditures related to Career Technical Education for compliance with each program's guidelines.
- Assist the secondary principals in preparing CTE budgets and allocating CTE funds.
- Collaborate with curriculum/professional learning staff to develop and implement integrated CTE curriculum related to improving student achievement and closing the achievement gap.

- Plan and implement various CTE events and activities to promote students', parents' and community's awareness of District CTE programs and options.
- Facilitate CTE students with transitions from year one to completion of a designated CTE Pathway.
- Collaborate with counselors on the CTE registration and class selection process.
- Coordinate articulation of CTE classes and programs with local community colleges and universities.
- Monitor the use of Naviance to provide students with information regarding post-high school opportunities.
- Supervise completion of State and Federal compliance reports.
- Coordinate and perform additional administrative assignments, as necessary.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.