

**ST. MARY PARISH PUBLIC SCHOOLS
STEM/CTE LIAISON JOB DESCRIPTION**

POSITION: STEM and Career and Technical Education Liaison

REPORTS TO: Supervisor of Secondary

COORDINATES: STEM and CTTIE Programs and Teachers

TERMS OF EMPLOYMENT: 12-Months

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

OBJECT/FUNCTION: 111/2220

FUNDING: General/Career Development Funds

QUALIFICATIONS: Valid Louisiana Teaching Certificate with five years of successful teaching experience in the area of certification. A minimum of three years of successful administrative or management experience in education. Master's degree from a regionally accredited institution in Administration and Supervision and/or Educational Leadership or Curriculum and Instruction.

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Exempt

EVALUATION: Evaluation in accordance with the St. Mary Parish Board Policy GBI-Evaluation.

PERFORMANCE RESPONSIBILITIES:

- Create and write curriculum, programs, projects, and communications to prepare students for post-secondary options, including the workforce, advancing the concept of a seamless education (from Pre-K to post-secondary) that integrates both academic and career technical education standards that brings relevance to students' academic studies and to students lives; oversees curriculum development to assure course quality and the alignment of STEM/CTE courses with industry standards and, whenever feasible, academic requirements for high school graduation, dual enrollment, Jump Start, Industry Based Certification, and articulated credit;
- Assist in assessing needs, planning and delivering STEM/CTE staff development in all major program components as required for STEM/CTE programs; assist with development of programs of study including Jump Start; develop and support business and education partnerships;
- Coordinate the curriculum development process; ensure that curriculum meets state and industry career technical education standards; integrate appropriated academic standards;
- Manage the administration of the budget for STEM/CTE and other career vocational activities and programs; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; make budgetary adjustments as necessary; and oversee the end of the year budget closeout;
- Monitor and review legal requirements and compliance related to programs, districts, and community classrooms, including but not limited to service agreements, student transportation, and worksite contracts; engage in continuous improvement evaluation of STEM/CTE career vocational activities and programs; and makes necessary adjustment and recommendations as required;
- Oversee and participate in the promotion of STEM/CTE career vocational activities and programs with public entities and agencies;
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the area of Jump Start;
- Approve material and equipment requisitions, travel and other such compensations;
- Supervise program operation, monitoring, and review systems for "direct" federal grants;
- Respond to program audits as needed;
- Facilitate communication and promote program services between stakeholders, including school district administration, teachers, and community;
- Establish and chair advisory committees;
- Write, implement, and administer the Federal Carl Perkins grant;
- Coordinate the Jobs for America's Graduate program including the preparation of required grant applications and reports;
- Assist in the planning and delivery of 4-H activities;
- This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
- As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
- Perform other duties as assigned.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.

4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, professional appearance, initiative, and a genuine concern and interest for others.
15. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

ADDITIONAL QUALIFICATIONS:

Language Skills: Exceptional ability to read and interpret documents. Exceptional ability to write routine reports and correspondence and to speak effectively before groups of stakeholders or employees of an organization.

Financial Skills: Participates in policy development, program acquisition, equipment or other expenditures that will impact organization performance. Involved in processing the accuracy of financial transactions and reporting the compliance with internal controls.

Mathematical Skills: Ability to calculate figures and amounts, plan budgets, read spreadsheets, comprehend data and able to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills: To perform this job successfully, an individual should have knowledge of basic technological functions such as Microsoft Excel Spreadsheet software and Microsoft Word Processing software.

PHYSICAL DEMANDS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to work with a computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

This job description is designed to provide a general overview of the job's requirements and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable

accommodation. I understand that my job duties and responsibilities may change temporarily or regularly according to the district's needs and, if so, I will be required to perform them. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE _____ **DATE** _____

