



Career and Technology Education Coordinator

Purpose Statement

The Career and Technology Education (CTE) Coordinator uses leadership, supervisory, and administrative skills to innovate and enhance CTE teaching and learning practices, ultimately improving student achievement.

Supervisory Relationship

Reports to: Assistant Superintendent for Secondary Education

Essential Functions

- **Leadership and Coordination:** Chair meetings (e.g., curriculum, safety, advisory committees) to coordinate activities and ensure objectives are met.
- **Collaboration:** Work with internal and external personnel to establish advisory committees for all CTE programs, meeting a minimum of twice a year to maintain and enhance services.
- **Data Analysis:** Compile and analyze data from various sources to ensure compliance with policies and procedures.
- **Financial Management:** Develop budgets and financial forecasts, providing financial guidance and recommendations.
- **Personnel Evaluation:** Evaluate assigned personnel to ensure performance standards are met.
- **Communication:** Facilitate communication between personnel, students, and parents to resolve conflicts and solve problems.
- **Grant Management:** Identify, write, and monitor funding sources, including federal and state grants.
- **Policy Implementation:** Develop and implement policies and procedures to ensure compliance with mandated requirements.
- **Program Management:** Assist in curriculum development for CTE programs, ensuring legal and district compliance.
- **School Administration:** Oversee administrative functions, including facility maintenance, budget, and staffing, to comply with state requirements.
- **Career Planning:** Collaborate with career advisors and counselors to develop comprehensive career plans for students.
- **Professional Development:** Participate in state, regional, and national activities to maintain professional growth.
- **Personnel Administration:** Manage hiring, training, supervising, and evaluating staff to achieve department outcomes.
- **Community Engagement:** Represent the school in community and state forums, developing partnerships to support educational goals.
- **Respond to Issues:** Address staff concerns, community issues, and parental requests to efficiently resolve potential conflicts.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Planning and managing projects.
- Proficient in software applications and maintaining accurate records.
- Administering personnel policies.
- Highly organized with strong attention to detail, able to manage multiple tasks and priorities efficiently.

Knowledge

- Pertinent codes, policies, regulations, and laws related to Career and Technical Education.
- Conflict resolution and management principles.
- Bookkeeping principles and concepts of management and supervision.

Abilities

- Schedule and manage numerous activities, meetings, and events.
- Gather, collate, and classify data.
- Work flexibly with diverse individuals and groups.
- Analyze data using defined processes and operate job-related equipment.
- Communicate effectively with diverse groups.
- Adapt to working some odd hours as needed.
- Maintain confidentiality and work as part of a team.
- Handle frequent interruptions and changing priorities.

Responsibility

Work independently under broad guidelines to achieve objectives. Manage multiple departments and budgeted funds. Utilize significant resources from other work units.

Work Environment

Occasional lifting, carrying, pushing, and pulling. Some stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally, 60% sitting, 20% walking, and 20% standing. Minimal temperature variations and some exposure to risk of injury and illness.

Experience

Job-related experience within a specialized field is required.

Education

Master's degree in a job-related area.

Certificates and Licenses

Career and Technical Education Administration Credential.

Continuing Education/Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance.

FLSA Status

Exempt

Salary Grade

Career & Tech Ed Coordinator

Bismarck Public Schools prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.