



Job Title: District CTE/CCMR Instructional Specialist **Exemption Status:** Nonexempt
Reports to: Deputy Superintendent **Code:**
Dept./School: High School and Middle School

Primary Purpose:

Assist the Deputy Superintendent in overall administration of district CTE curriculum and instructional programs and campus level operations as it relates to CCMR tracking and career and technical education. Collaborate and coordinate district teacher/student programs while assisting with meeting the curriculum and instructional goals of the district.

Qualifications:

Education/Certification:

Valid Texas teaching certificate
Master's degree from accredited university preferred

Special Knowledge/Skills:

Thorough knowledge of CTE curriculum and instruction and PBL processes
Excellent organizational, communication (written and verbal), and interpersonal skills
Ability to produce, analyze, organize, and present data
Ability to serve as an instructional mentor
Strong organizational, communication, and interpersonal skills
Knowledge of curriculum design and instructional best practices
Ability to interpret data and evaluate instruction programs and teaching effectiveness
Ability to develop and deliver training to adult learners
Ability to design and coordinate family engagement activities with campus/district leaders
Ability to maintain positive working relationships with the public and staff
High degree of computer proficiency

Experience:

A minimum of three years CTE teaching experience preferred

Major Responsibilities and Duties:

This position works aside campus administration, counselors/teachers, and district administration, as the support person for district data coordination (CCMR), co-curricular and CTE curriculum and instruction. The responsibilities and duties of this position include, but are not limited to the following:

1. Responsible for Perkins grant comprehensive needs assessment data collection and submission.
2. Monitor and ensure compliance of Perkins grant funding.

3. Gather/track certification test data and compile into a useable format to analyze and present results to district faculty and administration. Monitor district certification test ordering and testing dates.
4. Design reports and data dashboards based on specific instructional or Program of Study needs.
5. Assisting district CTE teachers and administration in obtaining relative resources for CTE courses.
6. Assisting campus administration with CTE through collaboration, planning & curriculum development.
7. Conduct curriculum audits and assist teachers with curriculum revisions and updates for all district CTE courses.
8. Evaluate CTE personnel interview processes and participate in interviews and selection.
9. Assist with ensuring each Program of Study has a functioning advisory committee.
10. Participate in the development of Program of Study yearly evaluations and share results with each Program of Study.
11. Assist campus administration and district administration in researching new industry certifications or innovative career opportunities.
12. Coordinate and maintain CTE district assessment processes, records, and reports for certification benchmark assessments.
13. Assist campus administration, in providing professional development and training for staff to achieve and maintain quality CTE instructional initiatives.
14. Mentor new CTE teachers throughout the district.
15. Assist campus and district administration and campus CTE teachers in building community partnerships in order to assist with internships, job shadowing etc.
16. Establish a process to track community/business partners.
17. Assist campus administration in compliance with CTE practicum guidelines including site visits and required paperwork.
18. Monitor the coordination of all competition events.
19. Monitor the CTE competition calendar for all CTE competition events in the district.
20. Lead, support, and monitor student CCMR status through active participation in student scheduling, college applications, scholarships, and other testing and activities that promote College, Career, Military Readiness. Determine the goals, objectives, and priorities of the CCMR program in conjunction with campus high school counselors, principals, and other staff and within the goals and strategic plan established by the district.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Regular light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Maintain emotional control under stress; may work prolonged or irregular hours

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.