

Date: February 4, 2025

To: Salt Lake City School District Board of Education
Superintendent Grant

From: Logan Hall, Executive Director Human Resource Services
Alan Kearsley, Business Administrator

Subject: Request for Contract CTE Business Development Coordinator Position

Summary:

The district's Career and Technical Education (CTE) programs are vital in preparing students for college and career success by equipping them with practical skills and real-world experiences. To fully realize the potential of these programs, strong partnerships with businesses and local industry professionals are essential. The creation of a Business Development Coordinator position would allow for the expansion and strengthening of these partnerships, creating more internship and apprenticeship opportunities for students, and ensuring alignment between CTE pathways and workforce demands.

This role would also support grant writing, securing funding, and promoting innovative programs that meet evolving industry standards. By bridging the gap between education and industry, this position would enhance student access to high-demand, high-wage career opportunities, ensuring the district remains a leader in career and technical education.

In consideration of this position, the Board Finance Committee has requested the assessment of current CTE positions and other aspects of the CTE workflow with a focus on the effectiveness of the current staffing arrangement on implementation of the CTE programs with effectiveness and fidelity. This process will occur in the coming months.

Conclusion:

We are seeking board approval for the creation of a CTE Business Development Coordinator position. The Business Development Coordinator will be a 12-month position paid on lane III of the Administrator salary schedule. It is proposed that the position be funded with current and ongoing State CTE Add-On funds. State CTE Add-On funds currently have the capacity to fund this position.

Attachments:

Draft Job Description – CTE Business Development Coordinator

CTE Organization Chart and Role Descriptions

Administrator – Salary Schedule #8