ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION

CAREER FACILITATOR TEACHER CTE

POSITION: **Career Facilitator Teacher CTE**

REPORTS TO: **Administrator**

LOCATION: **Dr. James A. Forrest Career and Technology Center**

NATURE OF THE WORK:
As the CTE Career Facilitator Teacher, you will play a crucial role in driving the success of initiatives aimed at leveling and enhancing secondary CTE programs. In this position, you will design, implement, and deliver effective strategies to achieve instructional goals, including coordinating and supporting programming that fosters career and college exploration for students. You will collaborate closely with various departments, including Finance, Assessment and Accountability, Student Services, Special Education, and Human Resources, as well as individual schools' staff and administration, to ensure seamless integration and maximum impact.

ESSENTIAL FUNCTIONS:
- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to analyze data to impact instruction
- Possess knowledge of curriculum, instruction, staff development, and assessment process
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:
- Works independently to achieve goals and initiatives and is able to work remotely at various schools and office locations throughout St. Mary's County Public Schools
- Interacts with staff in various settings, including one-on-one, small groups, and large group meetings
- Demonstrates exceptional interpersonal skills, with the ability to reach, advise, and collaborate with a wide range of learners and stakeholders, including students, parents, and colleagues
- Analyzes and interprets data to make informative decisions on student learning, professional development, and other areas
- Provides support in program implementation and prepares required reports in a timely manner, ensuring seamless project execution
- Coordinates instructional program initiatives in accordance with the Perkins Grant

- Collaborates with School Counselors, College and Career Liaisons, and central office leaders to support student postsecondary education and career interests
- Provides coaching and guidance to individual students, school staff, and school teams on initiatives identified in the Perkins Grant
- Facilitates collaborative team discussions, data-based decision-making sessions, including steering committees and PLC, to drive instructional goals and strategies
- Facilitate activities identified in the Perkins Grant between middle and high school sites
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

- Professional License/Certification
- National Board Certified OR Master degree OR 30-semester credits post-baccalaureate
- Four (4) years of successful teaching experience

TERM OF EMPLOYMENT:
Full-time ten-month position.

SALARY GRADE RANGE:
The salary for this EXEMPT position will be based on the EASMC Teacher Career Ladder for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Updated 07.2024, 04.2025