



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Career & Technician Education / School to Career Coordinator
Department / Location:	Teaching & Learning / District Office
Reports to:	Director of Secondary Education - Teaching & Learning & Superintendent
Employees Supervised:	None
Classification:	210-days
Status:	Exempt
Created / Revised:	June 2025
Board Approved:	August 12, 2025

Position Summary

The local Career & Technician Education (CTE) / School-to-Career Coordinator (STC) coordinates the total program activity for career and technical education in grades seven through twelve. The coordinator is a spokesperson, expert and general advocate for educational opportunities related to career development. The CTE/STC coordinator provides the district administrator and building principals with information and counsel in the development of career and technical education programs. They act as a catalyst for improvement and change.

Essential Functions and Responsibilities

The responsibilities of the CTE/STC Coordinator are assessment, planning, implementation and evaluation, reflecting the dynamic nature of career and technical education. These four administrative tasks are interrelated and cyclical in nature. Often the tasks are conducted concurrently.

Knowledge, Skills and Abilities

Work-Based Education:

1. Development, management and coordination of the School-to-Career programs for the Monona Grove School District.
2. Development, management and coordination of the work-based learning programs including: Youth Apprenticeships.
3. Provide program information for students, parents, and employers about the work based

learning programs and lend in the promotion of these programs.

4. Coordinate the employer recognition activities.
5. Identify and define local job opportunities and the role of the schools in meeting those opportunities.
6. Recruit businesses for involvement in the School-to-Career programs.
7. Monitor student academic and on-the-job progress for students in the Apprenticeship Program.
8. Attend Occupational Advisory Committee meetings for each program in the Youth Apprenticeship Domain.
9. Schedule and coordinate School-to-Career meetings.
10. Complete the necessary paperwork for the work based learning programs (application, interviews, placement of students, attendance, evaluations and training agreements,)

Career Development:

1. Encourage and facilitate career development and exploration programs and activities with high school school counselors.
2. Provide information and data for school counselors in regard to new and emerging careers.
3. Assist school counselors with occupational information for students under their counsel.
4. Provide information to students and staff on career education and area post secondary programs.
5. Review, select and recommend career education resources for the counseling staff and teachers.

School-Based Education:

1. Provide leadership for developing, improving and expanding career and technical education programs and services for all students. These programs include but are not limited to Business, Marketing, Family and Consumer Education, Medical Occupations and Technology Education.
2. Direct 7-12 career and technical education program and curriculum development, articulation and evaluation.
3. Assist school district administrators and CTE staff members in coordinating CTE education programs with DPI curriculum goals and state standards.
4. Serve as a liaison with the Department of Public Instruction on matters relating to CTE program improvement.
5. Prepare and submit program applications for local program improvement and supervise projects. Receive input from 7-12 staff and administrative team on this process.
6. Assist teachers in the integration of career education into the curriculum by providing suggestions, information, and community resources for classroom instruction.
7. Provide teachers opportunities and guidance in the development of articulation agreements between Monona Grove High School and Madison College.
8. Accept assignment as the District Coordinator for the Education for Employment Standard (m) and produce all documents and activities to suffice this standard.
9. Encourage curriculum integration between career and technical education and other curricular areas.
10. Maintain a central file for resources, assessment data, program organization and all pertinent rules and regulations affecting school-to-career initiatives.
11. Seeks out and develops grants to solicit funds to support School-to-Career Activities.
12. Stays current in the field through professional reading, seminars, workshops and conventions.

13. Coordinate the development of short and long-range plans for the local district and the district vocational plan with the State Vocational Plan.
14. Perform the liaison responsibilities for Monona Grove communication with Madison College.

Connections for School and Community Partnerships:

1. Attend local, national and state CTE education meetings and grant meetings to stay current in CTE education and secure additional opportunities for local districts.
2. Analyze employment trends and provide staff with data for program planning.
3. Provide assistance to staff members in developing and utilizing advisory committees, building partnerships with business and industry and obtaining professional development opportunities.
4. Plan and coordinate CTE opportunities with outside agencies.
5. Promote CTE education via school board meetings, staff meetings, and news releases and communications with students and community members.
6. Coordinate the school business partnership activities like employer recruitment, volunteer recruitment, job shadows, guest speakers, etc.
7. Encourages gender equity and gives leadership to attaining gender equity in CTE programs.
8. Provide district eligibility for federal and state vocational assistance through the preparation and submission of data and information.
9. Direct student follow-up surveys and analyze data (Student follow-up report from DPI, Perkins Indicators, CTE Data Elements).
10. Write and coordinate Perkins grant activities
11. Coordinate local grant budgets and complete the necessary reimbursement paperwork.

Working Conditions

1. Indoor office environment.
2. School environment.
3. Travel between buildings is required.

Physical Requirements

1. The person in this position needs to be able to move about inside the school building and attend meetings outside of their office.
2. The person in this position must be able to transport themselves to all school locations within the district.
3. The person in this position must be able to remain in a stationary position 50% of the time.
4. The person in this position must be able to operate a computer and other office equipment.
5. The person in this position must be able to converse with a variety of different individuals and be able to exchange accurate information with such individuals.

Education and Experience

1. Preferred: Master's degree in Career & Technical Education (CTE) as a licensed Career & Technical Education Coordinator.
2. Experience delivering professional development training preferred.
3. A minimum of three years of vocational education teaching experience is required.
4. Five years of successful teaching experience as a fully-licensed educator OR previous experience working in industry with the ability to obtain an administrator's license in the state of Wisconsin.

Licenses and Certifications

1. Valid Wisconsin DPI license in Career and Technical Education field(s) or evidence of eligibility to be licensed in this area
2. Career and Technical Educator Coordinator (5093) Certification preferred but not required

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.