# CAREER TECHNICAL EDUCATION (CTE) TECHNICIAN

## Purpose Statement

The job of Career Technical Education (CTE) Technician is done for the purposes of developing, supporting and improving high-quality CTE and college and career readiness programs.

## Essential Functions

- Support CTE programs with the development of high-quality work-based learning (WBL) opportunities aligned to CTE pathways
- Support CTE pathways students with career exploration, goal setting, and placement in matching WBL opportunities
- Facilitate communication between CTE students, teachers, and industry mentors in order to support WBL opportunities
- Support CTE students with digital portfolio documentation CTE and related 21st century skills
- Support the CTE Student Leadership Organization (CTSO) coordinator and students with student leadership opportunities and experiences
- Support both middle schools with career and college exploration
- Assist other personnel as assigned for the purpose of supporting College and Career Readiness or CTE programs
- Attend meetings throughout the district and community, workshops, conferences, as appropriate
- Other related duties as assigned

## Job Requirements & Skills

**SKILLS** are required to perform multiple technical and non-technical tasks with a need to occasionally upgrade skills in order to meet the changing job requirements or conditions. Specific skills required to perform the functions of the job with a standard of excellence include: having a collaborative approach to communication and project management, being innovative with approaches, ideas, and solutions that develop high-quality CTE pathways and programs, able to self-manage time, resources, having a supportive demeanor toward students, industry partners, teachers, and other personnel, operating necessary office equipment and learn/utilize necessary software applications, and having a mindset and approach to planning and implementation that strategically supports high-quality CTE pathways and programs and gathers the qualitative and quantitative data necessary for compliance, reporting, and analysis of program success.

**KNOWLEDGE** is required to perform essential mathematics applications, reading of a variety of text, descriptive, analytical, and other writing necessary for high-quality CTE programs and as assigned, gathering, organization of, and/or presentation of information to others, and understanding complex, multi-step, written and/or oral instructions and concepts, and application and use of technology as necessary and assigned. Specific knowledge of concepts of grammar and punctuation, office methods and practices, and use of technology is required to satisfactorily perform the functions of the job.

**ABILITY** is required to schedule a variety of activities, and/or events, gather, disseminate, and/or classify qualitative and quantitative data, and use job-related equipment and technology. Flexibility is required to work independently and collaborate with a wide variety of people in a wide variety of circumstances. Specific abilities required to satisfactorily perform the functions of the job include adapting to changing work priorities, being attentive to detail, communicating with diverse groups, interacting with children, maintaining confidentiality, meeting deadlines and schedules, working as a part of a team, working with constant interruptions, and collaborating with and reporting to direct supervisor and manager of college and career readiness and/or CTE programs.

**Responsibility**

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working independently and under supervision at times
Managing activities and time to improve college and career readiness and/or CTE programs
Operate within the requirements and budget of college and career readiness and/or CTE programs
Collaboration with and utilize resources of other programs and departments to meet the goals of college and career readiness and CTE programs

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Experience**

Job related experience with increasing levels of responsibility
Current or experience with obtaining industry-specific certificates, Certifications, and/or licenses is preferred; Job related experience with increasing levels of responsibility is desired;
Bilingual in English and Spanish preferred

**Certificates & Licenses**

Valid Driver's license

**Education**

Targeted job-related education that meets the organization's prerequisite requirements

**Clearances**

DOJ/FBI Fingerprint Clearance
TB Clearance

**Required Testing**

Successful Completion of Pre-Employment Process

**Supervision**

Executive Director of Educational Services

**Additional Qualifications**

Ability to travel to other sites/locations

**Salary Grade**

Range 20

**Continuing Education/ Training**

Training attendance at workshops as appropriate

**Work Year**

208 Days