

## TRACY UNIFIED SCHOOL DISTRICT

**POSITION TITLE:** CTE Coordinator

**DEPARTMENT:** Educational Services

### **POSITION SUMMARY:**

Under the direction of the Director of Adult and Career Technical Education, the CTE Coordinator provides leadership, coordination, and technical support for the district's Career Technical Education (CTE) teachers and programs. This position supports the planning, development, implementation, compliance, and continuous improvement of CTE pathways, programs, and services, including but not limited to CTE grant administration, curriculum alignment, industry partnerships, program evaluation, professional development, and student workforce readiness initiatives. The CTE Coordinator works collaboratively with site administrators, counselors, teachers, industry partners, and post-secondary institutions to ensure high-quality, industry-aligned, and standards-based CTE programs across the district. Funding for this position is contingent upon the continued receipt and renewal of external grant funding. Continued employment is dependent on the successful annual award of the grant.

### **ESSENTIAL FUNCTIONS:**

1. Supports the Director in the planning, development, and administration of all district CTE programs and pathways.
2. Prepares, monitors, and reports CTE budgets, including CTEIG, Perkins, and other categorical or grant-funded programs.
3. Coordinates the development, alignment, and revision of CTE curriculum to ensure compliance with California CTE Model Curriculum Standards and local graduation and postsecondary requirements.
4. Coordinates the procurement and management of instructional materials, tools, equipment, and facilities necessary for effective CTE instruction.
5. Collects, analyzes, and reports CTE data, including CALPADS reporting, program evaluation, and accountability metrics.
6. Coordinates industry partnerships, advisory committees, work-based learning opportunities, and community outreach to strengthen program relevance and student career readiness.
7. Supports site administrators and teachers in the implementation of high-quality, industry-aligned instructional practices.
8. Coordinates professional development and in-service training for CTE staff.
9. Supports articulation efforts with community colleges, and postsecondary institutions to promote dual enrollment, internships, certifications, and career pathways.
10. Serves as the primary lead for grant writing, applications, compliance documentation, and audit preparation related to CTE funding sources.
11. Coordinates program reviews, needs assessments, and continuous improvement processes for all CTE pathways.
12. Supports the development and implementation of work-based learning, internships, job shadowing, and career exploration activities.

13. Coordinates outreach, marketing, and communication efforts to promote CTE programs to students, families, and the community.
14. Guides site and district staff in identifying, planning, and developing new or expanded CTE programs.
15. Supports facility planning related to CTE labs, classrooms, and instructional spaces to meet industry and safety standards.
16. Assures compliance related to federal, state, and local CTE regulations and policies.
17. Develops and maintains relationships with state, regional, and industry organizations to enhance program quality and access to resources.
18. Supports counselors and student support services related to career counseling, pathway completion, and postsecondary transitions.
19. Develops district policies, procedures, and administrative guidelines related to CTE programs.
20. Responds to inquiries and concerns from students, parents, staff, and community partners related to CTE programs.
21. Participate in district, community, and professional meetings and conferences related to career and technical education.
22. Performs other reasonable duties as assigned by the Director of Adult and Career Technical Education.

#### **EDUCATION AND EXPERIENCE:**

Successful experience in education with demonstrated involvement in Career and Technical Education program development and coordination at the secondary or postsecondary level. Bachelor's Degree required. Masters preferred. CTE teaching credential required. Experience with CTE grants, program compliance, and industry partnerships highly desirable. Must possess a valid California Administrative Services Credential or be eligible for and able to obtain the credential within a district-designated timeframe as a condition of continued employment.

#### **SKILLS AND QUALIFICATIONS:**

1. Ability to provide and carry out oral and written directions, and to read, write, and speak at a level sufficient to fulfill assigned duties.
2. Ability to communicate effectively with administrators, teachers, students, parents, and community partners.
3. Ability to prepare comprehensive reports, grant documentation, and compliance materials.
4. Knowledge of California CTE Model Curriculum Standards and pathway development.
5. Ability to support fiscally responsible decision-making related to program and grant funding.
6. Ability to maintain cooperative working relationships with those contacted in the course of work duties.
7. Knowledge of business, workforce development, and industry partnership practices.
8. Knowledge of state and federal CTE and categorical funding programs.
9. Ability to support and collaborate with certificated and classified staff.
10. Ability to apply data and quality improvement tools to support program effectiveness.
11. Strong organizational and interpersonal skills.

12. Knowledge of federal, state, and local legislation related to career and technical education.
13. Knowledge of principles and practices of public school administration.
14. Knowledge of district operating policies, rules, and procedures.
15. Knowledge of curriculum design and instructional practices related to career readiness.
16. Knowledge of current applications and use of technology to enhance instructional programs and administrative activities.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Bend, squat, and/or stoop as required.
8. Reach overhead, grasp, and push/pull up to 25 pounds for short distances.
9. Lift and carry up to 25 pounds for short distances.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in an office and/or classroom environment and come in direct contact with district and site staff, students, and the public. The CTE Coordinator will also perform duties outside of school buildings and facilities, including visits to CTE sites, industry partners, and community locations.

**SALARY:** Leadership/Management range 49

**DAYS OF SERVICE:** 225 days

**Board Approved:** 4/14/26