BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

# Career and Technology Education Coordinator

**Purpose Statement**
The Career and Technology Education (CTE) Coordinator uses leadership, supervisory, and administrative skills to innovate and enhance CTE teaching and learning practices, ultimately improving student achievement.

**Supervisory Relationship**
Reports to: Assistant Superintendent for Secondary Education

**Essential Functions**
- **Leadership and Coordination:** Chair meetings (e.g., curriculum, safety, advisory committees) to coordinate activities and ensure objectives are met.
- **Collaboration:** Work with internal and external personnel to establish advisory committees for all CTE programs, meeting a minimum of twice a year to maintain and enhance services.
- **Data Analysis:** Compile and analyze data from various sources to ensure compliance with policies and procedures.
- **Financial Management:** Develop budgets and financial forecasts, providing financial guidance and recommendations.
- **Personnel Evaluation:** Evaluate assigned personnel to ensure performance standards are met.
- **Communication:** Facilitate communication between personnel, students, and parents to resolve conflicts and solve problems.
- **Grant Management:** Identify, write, and monitor funding sources, including federal and state grants.
- **Policy Implementation:** Develop and implement policies and procedures to ensure compliance with mandated requirements.
- **Program Management:** Assist in curriculum development for CTE programs, ensuring legal and district compliance.
- **School Administration:** Oversee administrative functions, including facility maintenance, budget, and staffing, to comply with state requirements.
- **Career Planning:** Collaborate with career advisors and counselors to develop comprehensive career plans for students.
- **Professional Development:** Participate in state, regional, and national activities to maintain professional growth.
- **Personnel Administration:** Manage hiring, training, supervising, and evaluating staff to achieve department outcomes.
- **Community Engagement:** Represent the school in community and state forums, developing partnerships to support educational goals.
- **Respond to Issues:** Address staff concerns, community issues, and parental requests to efficiently resolve potential conflicts.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills**
- Planning and managing projects.
- Proficient in software applications and maintaining accurate records.
- Administering personnel policies.
- Highly organized with strong attention to detail, able to manage multiple tasks and priorities efficiently.

**Knowledge**

- Pertinent codes, policies, regulations, and laws related to Career and Technical Education.
- Conflict resolution and management principles.
- Bookkeeping principles and concepts of management and supervision.

**Abilities**

- Schedule and manage numerous activities, meetings, and events.
- Gather, collate, and classify data.
- Work flexibly with diverse individuals and groups.
- Analyze data using defined processes and operate job-related equipment.
- Communicate effectively with diverse groups.
- Adapt to working some odd hours as needed.
- Maintain confidentiality and work as part of a team.
- Handle frequent interruptions and changing priorities.

**Responsibility**

Work independently under broad guidelines to achieve objectives. Manage multiple departments and budgeted funds. Utilize significant resources from other work units.

**Work Environment**

Occasional lifting, carrying, pushing, and pulling. Some stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally, 60% sitting, 20% walking, and 20% standing. Minimal temperature variations and some exposure to risk of injury and illness.

**Experience**

Job-related experience within a specialized field is required

**Education**

Master's degree in a job-related area

**Certificates and Licenses**

Career and Technical Education Administration Credential

**Continuing Education/Training**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Salary Grade**

Career & Tech Ed Coordinator

*The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.*