

SCHOOL DISTRICT OF BAKER COUNTY
JOB DESCRIPTION

COORDINATOR, CAREER AND TECHNICAL

QUALIFICATIONS:

- 1) Bachelor's Degree or higher from an accredited educational institution.
- 2) Valid Florida certification in Career and Technical Education, Educational Leadership/administration and supervision or other appropriate certification as determined by the District.
- 3) Three years successful teaching experience and/or administrative experience in career and technical education, workforce development, or related experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends in career and technical education. Knowledge of Florida Department of Education requirements, curriculum frameworks, Programs of study, industry certifications, work-based learning and career pathways. Knowledge of federal and state requirements related to Career and Technical Education funding and accountability. Knowledge of business and industry workforce needs and postsecondary career pathways.

REPORTS TO:

Director of Career and Technical Education

JOB GOAL

To effectively coordinate career and technical education programs to provide students with rigorous, relevant, and high -quality career preparation opportunities aligned with postsecondary education, industry certifications, workforce needs, and career pathways.

PERFORMANCE RESPONSIBILITIES:

- 1) Coordinate the planning, implementation and evaluation of Career and Technical Education programs throughout the District.
- 2) Assist with the development, implementation, and evaluation of District-wide Career and Technical Education objectives and assist, as appropriate, with curriculum development.
- 3) Monitor Career and Technical Education programs for alignment with Florida DOE curriculum frameworks, state requirements, programs of study, industry standards, and district goals.
- 4) Serve as a program consultant and provide technical assistance to school administrators, counselors, teachers, and other school personnel regarding Career and Technical Education programs and requirements.
- 5) Assist CTE instructors with the implementation of curriculum frameworks, instructional materials, industry standards, student performance requirements, and appropriate instructional practices.
- 6) Coordinate and monitor efforts to increase student participation, completion, industry certification attainment, and successful transition to postsecondary education and employment.
- 7) Coordinate and monitor industry certification activities, including student participation, testing requirements, certification preparation, testing procedures, documentation, and reporting.

- 8) Assist with the development and implementation of work-based learning opportunities, including internships, job shadowing, clinical experiences, apprenticeships, mentorships, and other career-connected learning experiences.
- 9) Assist in establishing, maintaining, and strengthening partnerships with business and industry, workforce development organizations, postsecondary institutions, community agencies, and other stakeholders.
- 10) Assist in the establishment, coordination, and utilization of CTE advisory committees and ensure appropriate business and industry representation.
- 11) Keep informed about current trends, legislation, rules, curriculum frameworks, workforce needs, and instructional practices related to Career and Technical Education.
- 12) Assist in the development and implementation of professional learning activities for Career and Technical Education teachers and school personnel.
- 13) Assist with the development, implementation, and monitoring of Perkins V activities, Comprehensive Local Needs Assessment requirements, performance indicators, and other federal and state CTE accountability requirements.
- 14) Assist with the implementation and monitoring of CAPE funding and other state, federal, and local funding sources supporting Career and Technical Education.
- 15) Assist in the preparation of grant applications, grant implementation plans, required reports, supporting documentation, and other materials related to Career and Technical Education programs and funding.
- 16) Prepare required reports and maintain appropriate records related to Career and Technical Education enrollment, industry certifications, program completion, performance indicators, work-based learning, funding, and other accountability requirements.
- 17) Provide input in the development of educational specifications for Career and Technical Education facilities, equipment, laboratories, and instructional spaces.
- 18) Assist schools with the recruitment and retention of students in Career and Technical Education programs and promote CTE opportunities to students, parents, staff, and community members.
- 19) Assist with career fairs, signing events, student competitions, recognition activities, business and industry events, and other activities designed to promote Career and Technical Education.
- 20) Assist Career and Technical Education instructors in identifying professional development, industry training, externships, and other opportunities that maintain current industry knowledge and improve instructional effectiveness.
- 21) Represent the District at appropriate Career and Technical Education, workforce development, business and industry, postsecondary, and community meetings and events.
- 22) Perform other incidental tasks consistent with the goals and objectives of the position.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.