OnSite College and Career Academy Coordinator

POSITION TITLE
Career Academy OnSite Coordinator

SCHEDULE
230-day contract

POSITION PURPOSE
The On-Site College and Career Academy Coordinator/CTAE Administrator is responsible for the leadership and coordination of the EDGE College and Career Academy. This position provides comprehensive oversight of career, technical, and agricultural education (CTAE) programs, ensuring alignment with district, state, and industry standards. The Coordinator will also foster partnerships with business, industry, and post-secondary institutions to expand opportunities for students.

MINIMUM QUALIFICATIONS
- Valid Georgia teaching certificate (CTAE preferred)
- Prior experience with CTAE, career exploration, or workforce development programs
- Effective communication, organizational, and interpersonal skills
- Ability to work collaboratively with students, staff, business partners, and community members
- Willingness to pursue leadership certification if not already held

PREFERRED QUALIFICATIONS
- Leadership Endorsement or Certification
- Experience with grant-funded programs (e.g., Perkins)
- Prior supervisory experience in CTAE or Career Academy programs
- Possession of a valid Commercial Driver's License (CDL) with appropriate endorsements to operate a school bus, or willingness to obtain within a designated timeframe.

JOB RESPONSIBILITIES

1. **Leadership & Daily Operations**
   - Oversee daily operations of the Career Academy, ensuring effective facility and program management.
   - Serve as liaison between the Career Academy, high school principals, district leadership, and external partners.
   - Ensure compliance with all applicable policies and regulations.

2. **Instruction & Student Support**

   - Organize career exploration activities.

3. **Program Oversight & Development**
   - Lead development and improvement of CTAE programs.
   - Conduct needs assessments and manage EOPA administration.
   - Support integration of career readiness standards.

4. **Partnerships & Community Engagement**
   - Build and maintain partnerships with business, industry, and post-secondary institutions.
   - Collaborate with workforce and economic development entities.

5. **Resource Management & Grant Oversight**
   - Secure financial, in-kind, and service support.
   - Manage budgets and financial controls.
   - Develop and administer grants.

6. **Data, Reporting & Continuous Improvement**
   - Lead data collection, analysis, and reporting.
   - Utilize data for strategic planning and program enhancement.

7. **Professional Development & Collaboration**
   - Attend professional learning opportunities.
   - Collaborate with district leadership and staff.

8. Other Duties
   - Perform additional duties as assigned.

ESSENTIAL PHYSICAL REQUIREMENTS
   - Moderate physical stamina with frequent lifting of up to 10 pounds and occasional lifting of up to 50 pounds.
   - Ability to move throughout the campus, including outdoor areas.
   - Frequent standing, walking, sitting, and bending.

EVALUATION: Performance will be evaluated annually by the Superintendent or designated Supervisor in accordance with Policy GBI - Evaluation of Personnel

NOTE:
This job description is an abbreviated (two-page maximum) version for the College and Career Academy Grant and does not include the full job description on file at the ECSS Board Office.