



Flour Bluff Independent School District Job Description

JOB TITLE: CTE (Career & Technology) Coordinator

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 196

REPORTS TO: Principal & Associate Superintendent of State & Federal Programs

DATE REVISED: 12/09

PRIMARY PURPOSE:

- The Coordinator, Career & Technical Education (CTE), assist the principal and CTE teachers in administering, monitoring, and implementing a quality CTE and dual enrollment program and all associated grant requirements. The CTE coordinator provides leadership and support for the staff and collaborates with administrators, instructional staff, and community members to ensure appropriate CTE curricula and instructional practices occur in all classrooms. The CTE coordinator meets with CTE teachers individually and in small groups, with local, regional, and statewide members of the public involved in CTE, and professional learning communities to support the implementation of CTE program requirements.

QUALIFICATIONS:

EDUCATION/ CERTIFICATION:

- Master's degree from an accredited university
- Certification as per Texas education Agency
- Three years of successful teaching experience

SPECIAL KNOWLEDGE AND SKILLS:

- Knowledge of Career Technical Education programs and associated grants.
- Demonstrated ability in secondary school instruction and curriculum development

- Demonstrated ability as a coordinator

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE 1: PROGRAM MANAGEMENT

1. Assists with and promotes high-quality curriculum and instruction aligned with the TEKS, helping to provide a coherent sequence of CTE courses that enable pupils to transition to postsecondary education programs that lead to a career pathway or attain employment upon graduation from high school.
2. Assists in supervising High School teaching and support staff.
3. Assists with collaboration on budget development for CTE operations.
4. Serves as a CTE Advisory Committee member and coordinates the membership and meetings.
5. Provides opportunities for pupils to participate in after-school, and out-of-school internships, competitions, and other work-based learning opportunities.
6. Assists with Data Collection to reflect regional or local labor market demands and focuses on current or emerging high-skill, high-wage, or high-demand occupations.
7. Works to create industry-recognized credentials and certificates and assists appropriate postsecondary education or employment pathways.
8. Assists with professional development opportunities for CTE teachers.
9. Assists with reporting data as a program requirement to allow for and evaluation of the program.
10. Assists with promoting the CTE program through outreach, marketing, and communications.
11. Works with CTE teachers in forming, maintaining, and growing Career and Technology Student Organizations (CTSO).
12. Participates in or leads meetings, workshops, and seminars with CTE employees.
13. Meets and collaborates with others (e.g., teachers, counselors, administrators, students, parents, other District personnel, community organizations, etc.) to implement and maintain services and programs.
14. Other related duties as assigned.

ROLE 2: SCHOOL CLIMATE

1. Ensure that district and campus goals and objectives are implemented with the involvement of directors, coordinators, principals, and teachers when appropriate.
2. Communicate and support expectations that are consistent with district and campus culture and objectives.
3. Maintain a positive and effective relationship with principals, coordinators, teachers, and students.
4. Comply with all district and local campus routines and regulations.

ROLE 3: SCHOOL IMPROVEMENT

Assist in clarifying and pursuing a common vision for district and campus improvement.

1. Actively support the efforts to achieve district goals and objectives and the campus academic performance objectives.
2. Support implementation of district and campus assessment strategies.
3. Monitor student achievement/PEIMS data and certifications, interprets, report, and act on results related to the state's A-F Accountability system.

ROLE 4: PROFESSIONAL GROWTH AND DEVELOPMENT

1. Attend and participate in district and campus services training sessions, meetings, and work sessions as required to support the instructional program.
2. Monitor professional research and disseminate ideas and information to other professionals, provide leadership in identifying trends and opportunities, as well as solve problems related to instruction.
3. Develop needed professional skills regarding CTE, CCMER, and Accountability.
4. Demonstrate professional, ethical, and responsible behavior, and serve as a role model for all district staff.
5. Follow Flour Bluff ISD's rules, regulations, and policies, as well as follow supervisors' directives.
6. Follow attendance policy as assigned by supervisor.
7. Perform other functions that the Administration and/or supervisor may assign.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

Motion:

Repetitive hand motions, frequent keyboarding and use of mouse

Lifting:

Occasional light lifting and carrying (under 15 pounds)

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.