



Job Title: **CTE Specialist--Academic**

Department: **Career and Technical Education**

Supervisor: **CTEC Principal**

Lane Placement: **Licensed Salary Schedule**

Schedule: **Varies** Evaluation Group: **CTESS Ed. Specialist**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The primary responsibility of the Career and Technical Education (CTE) Specialist--Academic is to assist the principal of the Canyons Technical Education Center (CTEC) in the management of CTE programs. General responsibilities are outlined below.

ESSENTIAL FUNCTIONS

SUPERVISORY DUTIES

- Serve as a liaison between principal, staff, and district CTE director by keeping them fully informed of CTE activities.
- Act as school administrator in absence of principal.
- Assist in the articulation of CTEC programs between middle, high and post-secondary schools.
- Attend administrative staff meetings as required.
- Attend district CTE meetings as required.
- Encourage and assist in staff development and in-service training programs.
- Serve on Building Leadership Team.
- Recognize and promote achievements of CTEC staff and students and oversee teacher, staff, and student recognition programs.
- Participate in the evaluation of CTEC programs and work on CTEC future planning committee.
- Assist the administration in hiring qualified educators with proper endorsements.
- Coordinate efforts with CTE Director to resolve teacher certification issues.
- Supervise all asset management for CTEC campus.
- Work with USOE to insure programs are in compliance with state guidelines.

FISCAL RESPONSIBILITIES

- Maintain and administer CTE budgets for CTEC.
- Prioritize program needs in relation to supplies and equipment based on long-range plans.
- Review and approve requisitions.
- Maintain record of requisitions.
- Assist with budget compliance for CTE instructors.
- Secure prior approval for extended time for CTE teachers.
- Order equipment and supplies for program needs.
- Coordinate maintenance, repairs and surplus of CTE equipment.
- Submit reimbursement for CTSO expenses for district, regional, state, and national participation.
- Calculate funding levels of CTE programs based on state competency test results, industry testing, and enrollment.
- Submit year-end reports to CTE office.

CONCURRENT ENROLLMENT

- Coordinate registration of students in concurrent courses.
- Submit course proposals for concurrent enrollment offerings.
- Collaborate with SLCC liaisons to maintain concurrent programs.
- Work with colleges in securing new concurrent courses for new programs.
- Assist in resolution of concurrent enrollment issues.
- Work with registrar on course numbers, CIP codes, and concurrent credit.

ASSESSMENT CENTER

- Work with UNAR to administer Certified Nurse Assistant licensing testing.
- Work with state licensing agencies in Cosmetology, EMT, and Fire Science.
- Coordinate AP Testing at CTEC.
- Supervise Assessment Center aides and insure they are trained to operate the center and administer appropriate testing.
- Provide ID badges, bussing information, and scheduling information to new students.
- Schedule and complete all pre-admission testing for restricted enrollment programs at CTEC.
- Provide instructor teams with data to make enrollment decisions.
- Work with AOIT aide to schedule and complete AOIT industry testing and computer certifications.
- Coordinate with Information Technology to keep Assessment Center computers and mobile labs operating and properly maintained.
- Schedule Assessment Center for class activities, faculty trainings, computer labs, and other student and faculty needs.

STATE SKILLS/INDUSTRY TESTING

- Provide annual training to CTE teachers regarding Skills and Industry Testing.
- Obtain signed Performance Documentation.
- Coordinate testing dates.
- Collect and report industry testing data to the state.
- Maintain accurate records in order to calculate funding levels of CTE programs based on state competency test results.
- Maintain records for annual CTE testing audit.

PUBLICATIONS AND DATA

- Update course catalog to contain accurate and timely information on each course including concurrent credit, class offerings, pre-requisites, and course descriptions.
- Update course brochures and fact sheets and make them available to CTE Coordinators in the district.
- Work with CTE Specialist--Outreach to make sure correct information is on the website and distributed to schools.
- Collect data to be used in Perkins reporting, CTEC future planning, and increased teacher performance.

NEW TEACHER MENTOR/TEACHER SUPPORT

- Hold monthly meetings for new and provisional teachers.
- Assist teachers in completing ARL, SAEP or CTE license and assist veteran teachers in renewing current license.
- Assist teachers in meeting requirements and taking the PRAXIS exam.
- Work with EBL PEAKS program for new teachers and attend PEAKS meetings.
- Visit classrooms regularly and work with teachers to improve instruction.
- Assist teachers with training, curriculum, purchasing, textbooks, and program approval.

COMMITTEE ASSIGNMENTS

Serve on various committees, including but not limited to:

- Technology Committee
- School Community Groups
- Salt Lake Community College PACs and Concurrent Enrollment
- State Curriculum Committees
- Risk Management Committee
- Accreditation Team Member
- Professional Development Committee
- Building Leadership Team
- School Improvement Committee
- Advisory Committees
- Wasatch Front Consortium Committees

OTHER DUTIES

- Assist the CTE Director or Principal on special projects.
- Participate in professional organizations such as UACTE.
- Work with CTE Professionals in the Wasatch Front Consortium to plan and host events, provide quality student experiences, and coordinate activities.
- Function as part of the administrative team at CTEC, attend staff meetings, trainings, and work toward campus goals.
- Assist teachers with grant writing, funding, and other ways to enhance individual programs.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Bachelor's degree required, Master's degree preferred.
- Valid Utah secondary teaching license with CTE endorsement.
- Minimum three (3) years CTE teaching experience.
- Knowledge of CTE courses and programs.
- Ability to work collaboratively and individually on assigned tasks.
- Demonstrated proficiency in the use of technology and instructional media tools.

- Exceptional communication skills both verbal and written.
- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Any other responsibilities assigned by the principal or CTE director.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 06/11/2020