



Job Title: **CTE Coordinator**

Department: **Career and Technical Education**

Supervisor: **CTE Director**

Lane Placement: **Teacher Specialist**

Schedule: **8 hrs/242 days**

Evaluation Group: **CTESS—Educator Specialist**

FLSA Classification: **Exempt**

*This position has an additional \$2,500 activity stipend.*

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## **JOB DESCRIPTION**

The primary responsibility of the Career and Technical Education (CTE) Coordinator is to support the District CTE Director in carrying out the District vision. This includes bringing together strong academics, demanding CTE, and real-world experience to help students gain an advantage in high school, postsecondary education, and careers. CTE Coordinators support a systematic effort to prepare all students for a full range of postsecondary options that lead to high demand and high wage vocations—including two- or four-year colleges, certification programs, apprenticeships, military service, or formal job training.

## **ESSENTIAL FUNCTIONS, INCLUDING BUT NOT LIMITED TO:**

### **Resourcing Strategically**

- Manage Career and Technical Education (CTE) budget for high school and middle school cone
- Organize data for analysis and reporting
- Assess equipment needs
- Supervise Educational Support Personnel (ESP)
- Under the direction of the District CTE Director, articulate and coordinate school, community, institutions of higher education, and industry partnerships
- Perkins duties as assigned

### **Supporting and Developing Quality Teaching**

- Support the District instructional framework, including priorities for classroom instruction
- Utilize data to plan and lead teacher learning and development
- Align CTE programs with challenging academics and real-world experiences, focusing on high wage and high demand careers
- Ensure alignment of CTE programs across the District and feeders

### **Advocating for Student Success**

- Prepare students for a full range of postsecondary options – including two- or four-year colleges, certification programs, apprenticeships, military service, or formal job training
- Advise students and school-based counseling staffs regarding secondary course-taking options that lead to students becoming full option graduates
- Support Career and Technical Student Organizations (CTSOs) as assigned
- Coordinate admissions, placement, and supports for Concurrent Enrollment (CE) that is aligned with the District academic vision and post-secondary options
- 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**

- Incumbent must be fingerprinted and clear a criminal background check
- Master's degree required
- Valid Utah secondary license, CTE endorsement required
- Minimum of (3) years secondary school experience
- Knowledge of CTE courses and programs
- Ability to work collaboratively and individually on assigned tasks
- Skilled in the use of technology and instructional media tools
- Exceptional verbal and written communication skills
- Demonstrates leadership, initiative, and student advocacy

**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 in accordance with the requirements of the job.

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](http://www.canyonsdistrict.org)

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HR \_\_\_\_\_

Effective date: 6/10/2020