



Job Title: **CTE Coordinator**

Department: **Career and Technical Education**

Supervisor: **CTE Director**

Lane Placement: **Licensed 242**

Schedule: **8 hrs / 242 days**

Evaluation Group: **CTESS – CTE Coordinator**

FLSA Classification: **Exempt**

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

JOB DESCRIPTION

The primary responsibility of the Career and Technical Education (CTE) Coordinator at **Canyons Technical Education Center (CTEC)** 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

- Organize data for analysis and reporting
- Assess equipment needs
- 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 and serve as New Teacher Coach
- 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 regarding secondary course-taking options that lead to 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
- Work with Canyons Virtual High School (CVHS) principal to maintain the daily operations of CVHS

Recruitment, Marketing and Student Enrollment

- Promote CTEC programs in the schools and the community, e.g. sophomore registration events
- Work with counselors to place students in CTEC programs
- Plan and coordinate community events for students and parents, e.g. annual open house, career fairs, etc.
- Create and implement marketing plan for CTEC programs
- Supervise website, social media, and branding for CTEC campus
- 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 and CTEC 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

ADA _____

HR _____

Effective date: 6/10/2020