



Job Title: **CTE District Coordinator**

Department: **Career and Technical Education**

Supervisor: **Director of CTE**

Lane Placement: **Licensed Lane 242**

Schedule: **8 hrs / 242 days** Eval Group: **CTESS Ed Specialist**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The primary responsibility of the Career and Technical Education (CTE) District Coordinator is to assist the Director of Career and Technical Education to assure the smooth operation of CTE programs.

ESSENTIAL FUNCTIONS

- Coordinate CTE curriculum projects such as curriculum maps, SLO's, and standards-based grading.
- Develop and foster CTE education/ industry partnerships.
- Coordinate the WBL program with students, teachers, parents, employers and the community, including but not limited to:
 - Plan and execute district-wide events such as Job Shadow Day, Go Girls, and Entrepreneur Conference
 - Plan and execute quarterly Region Work-Based Learning Training Meetings
 - Supervise district Work-Based Learning personnel
- Serve on Region, District and State committees, such as:
 - School Community Groups
 - Salt Lake Community College PACs
 - Advisory Committees
 - Wasatch Front Consortium Committees
 - District Course Catalog Committee; manage CTE and Concurrent Enrollment catalog sections UACTE/ACTE
- Work with the Wasatch Front Consortium Special Projects Team to plan and host events, provide quality student experiences, and coordinate activities, including but not limited to:
 - Serve on region advisory boards
 - Plan and execute region career fairs
 - Execute projects assigned by Region CTE Directors such as ongoing CTE teacher professional development
- Assist in coordination of Work-Based Learning, College and Career Awareness, and CTE Career Pathway programs.
- Assist director in coordination of CTE School-Based Coordinators.
- Provide support to middle school and high school CTE programs.
- Market CTE programs through video, brochures, web site, etc.
- Prepare and complete annual CTE accountability reports.
- Develop and present new teacher training and professional development.
- Collaborate with Institutions of Higher Education and other agencies such as the Wasatch Front Consortium, SLCC, and USOE.
- Encourage and promote student recruitment.
- Promote CTEC programs in the schools and the community.
- Work with CTE Director to create marketing plan for CTE programs.
- Network with schools, teachers, parents, and community members to market CTE.

- Promote CTE scholarships and other scholarship opportunities for students.
- Assist instructors with job placements for internships and externships.
- Coordinate CTE program areas as assigned.
- 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 required.
- Requires a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Secondary" and a CTE endorsement.
- Minimum three (3) years CTE teaching experience.
- Work-Based Learning (WBL) endorsement or willingness to obtain WBL endorsement.
- 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 background check.

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: 6/10/2020