



Job Title: **CTE Specialist--Outreach**

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--Outreach 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

CTEC RECRUITMENT AND STUDENT ENROLLMENT

- Encourage and promote student recruitment.
- Promote CTEC programs in the schools and the community.
- Work with counselors to place students in CTEC programs.
- Consult with the administration concerning recommendations for class loads and schedules.
- Act as a liaison between Special Education and CTE.
- Assist in the registration of students in off-campus CTE programs.
- Participate in sophomore registration events at each school.
- Make presentations in the careers classes and other classes in district schools as needed.
- Plan and conduct campus tours and high school program fair.
- Plan and coordinate yearly open house for students and parents.
- Plan and coordinate construction open house for project home.

PROGRAM MARKETING

- Work with Principal and CTE Director to create marketing plan for CTEC programs.
- Supervise website, social media, and branding for CTEC campus.
- Work with CTE Specialist—Academic to use correct data and publications in marketing materials.
- Network with schools, teachers, parents, and community members to market CTEC.

STUDENT ASSISTANCE/PLACEMENT

- Work with teachers to prepare students for interviews, internships, CTSO competitions and teach soft skills.
- Promote CTE scholarships and other scholarship opportunities for students.
- Identify Pathway Completers for graduation recognition.
- Support Comprehensive Guidance and work with counselors at feeder schools.
- Coordinate with high school counselors to resolve student issues regarding accommodations, scheduling, and educational guidance.
- Work with non-traditional students and special populations.
- Assist counselors and registrar in the registration process.
- Assist instructors with job placements for internships and externships.

YOUTH LEADERSHIP ACTIVITIES

- Support and encourage recruitment of members in Career and Technical Student Organizations (CTSO) i.e. FFA, HOSA, and SkillsUSA.
- Coordinate and participate with CTSO activities and contests as needed.
- Work with State, Regional and National CTSO committees in running events and providing qualified judges.
- Coordinate paperwork for board approval of CTE overnight travel requests as per district policy AA414 and assist as needed.
- Coordinate CTE transportation requests.
- Administer CTSO Advisor Accountability.
- Assist as needed at CTSO events, including Fall Leadership, Region, State and National competitions.

RELATED WORK-BASED LEARNING (RWBL) & WORK-BASED LEARNING (WBL)

- Coordinate the RWBL program with students, teachers, parents, employers and the community.
- Provide Work-Based Learning opportunities for CTEC students including career fairs, job shadows, guest speakers, internships, externships, etc.

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.
- 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 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