

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Career and Technical Education Coordinator **Exemption Status/Test:** Exempt
Reports to: Executive Director of Curriculum & Instruction **Admin/Prof Pay Grade:** 104 (226 days)
Dept./School: Curriculum & Instruction **Date Revised:** 08/25/2021

Primary Purpose:

To serve as an administrator of the Career & Technology Center and assist with district-wide Career and Technical Education programs.

Qualifications:

Education/Certification:

Master's Degree or higher, with a major in educational administration preferred
Texas Mid-management or other appropriate Texas certificate
Career & Technical Education certified and at least
Such alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Special Knowledge/Skills:

Working knowledge of federal and state code governing career and technology education
Ability to manage budget and personnel
Ability to coordinate district function
Ability to implement policy and procedures
Ability to interpret data
Strong organizational, communication, public relations, and interpersonal skills
Bilingual, preferred

Experience:

At least five years successful classroom experience and administrative experience
3 years teaching career & technical education experience

Major Responsibilities and Duties:

Communications & Public Relations

1. Articulates the district's mission to the community and solicits its support in realizing the mission.
2. Projects a positive image to the community, district and CTE stakeholders.
3. As needed, serves as liaison to local business, postsecondary and community groups concerning all CTE programs.
4. Maintains positive and constructive communications with CTE staff, district personnel and students & parents, in person and through electronic means.
5. Defines clear expectations for staff performance regarding instructional strategies, classroom management, and communications with the public.

6. Initiates and maintains effective liaison with other school districts, local business and institutes of higher learning.
7. Communicates to supervisor the requests of institutes of higher learning related to potential or existing partnerships.
8. Coordinate marketing of programs through preparation of materials for the high school catalog, flowchart of CTE course sequences, brochures, and press releases.
9. Plan and conduct parent meetings, including parent advisory committee meetings.

CTE Program Operations

10. Assists in the administration of all aspects of CTE curricular offerings including program development, implementation, evaluation, and modification of all CTE programs ensuring that all state and federal guidelines are adhered to.
11. Assists in maximizes program growth and student retention through effective strategies and marketing plans.
12. Ensures that postsecondary transitions for CTE students meet the specific needs for students entering the workforce, technical school or college/ university.
13. Builds community relationships with employers and businesses to provide learning experiences to students both for on and off-campus opportunities, providing assistance and educational outreach in the community as needed.
14. Assists with high school scheduling to analyze, coordinate, and recommend class schedules and faculty assignments for program responsibility areas.
15. Assists in recruiting and selection of CTE employees for both campuses and the CTC.
16. Maintains a current inventory of CTE supplies and equipment while manage allocation and removal of resources for both campus and CTC operations.
17. Keeps current and informed through educational research about trends in educational developments and practices in various subject matter fields, data outcomes of the teaching/learning process and disseminates professional information and materials to staff as applicable to content, sequence, and data outcomes of the teaching/learning process.
18. Coordinates and initiates the submission of waivers to the Texas Education Agency.
19. Lead and administer all aspects of CTE curricular offerings including program development, implementation, evaluation, and modification of all CTE programs; secure program approval at the college and state level; and ensure curricular compliance with institutional, state, and federal guidelines.
20. Develop effective, contemporary, professional, and responsive programs to meet area economic and workforce needs.
21. Develop and supervise off-site programs for Professional Skills Training, ECE and Education practicum, and cooperative education work sites. This includes establishing work sites, contracts, setting program

goals and assessment criteria, supervising student work and skill attainment, and managing work site relationships.

22. Develop and coordinate Perkins Grant. Prepare and submit required grant applications and reports.
23. Administer the career and technical budget and ensure that programs are cost effective and funds are managed prudently.
24. Assists with the coordination and implementation of CTE courses in grades 6-12.
25. Coordinate CTE PEIMS duties with district personnel. Approve and maintain CTE PEIMS data and reports.

Career & Technology Center Supervision

26. Assists with staff development sessions, including sessions on delivery of instruction, differentiation and literacy integration based on campus and CTC needs.
27. Uses the district-approved evaluation systems appropriately and ensures that evaluation of CTE Program is clearly and accurately represented staff performance.
28. Analyzes data and prepares reports relative to CTE programs to evaluate effectiveness and set annual goals and objectives for all advanced study programs.

Professional Expectations

29. Perform duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for Educators.
30. Uses information provided through the District appraisal process to improve performance.
31. Complies with district policies, as well as state and federal laws and regulations, in pursuing the mission of the school.
32. Strives to improve leadership skills through self-initiated professional development activities.
33. Demonstrates and elicits trust and respect from others.
34. Performs other tasks and assumes such responsibilities as related to the position and as assigned.
35. Implement the policies established by federal and state law, State Board of Education rule, and local board policy.

Other

36. Follow district safety protocols and emergency procedures.
37. Has regular in person attendance and complies with notification procedures for absences.
38. Perform other duties as assigned.

Supervisory Responsibilities: None

Mental Demands/Physical Demands/Environmental Factors: Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide functions.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____