

Career and Technical Education Coordinator

- QUALIFICATIONS:**
1. Must be certified by the State
 2. Must have a Masters Degree
 3. Must have at least 3 years experience in Career and Technical Education instruction
 4. Must possess managerial skills relative to budgeting, and knowledge of federal programs
 5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: High School Principal

SUPERVISES: Not responsible for supervision and evaluation of staff unless assigned by his/her supervisor

JOB GOAL: To provide students enrolled in the Career and Technical education program with education and training of sufficient excellence to enable them upon graduation to enter the job market with well-developed skills, varied intellectual interests, and sufficient understanding and curiosity to continue their growth and maturation as workers and as individuals.

PERFORMANCE RESPONSIBILITIES:

1. Formulates and administers a comprehensive, modern program of business, computer studies, technology and engineering, agricultural, and family and consumer education - exclusive of staff supervision and evaluation unless assigned by supervisor;
2. Maintains close working relationships with community and state agencies and area businesses, industries and labor organizations, in order to provide training consistent with needs, and establishes lay advisory committees as needed;
3. Continuously appraises and evaluates the total business, computer studies, technology and engineering, family and consumer education, and agricultural program to achieve the established goals for providing the opportunity for people to prepare for gainful employment;
4. Maintains current knowledge of all pertinent rules and regulations affecting business, computer studies, technology and engineering, family and consumer education, and agricultural education;
5. Advises and assists in obtaining state and federal funds for career and technical education programs;
6. Assumes responsibility for the collection, review and submission of all forms and reports relative to career and technical education to state agencies:
 - a. Attends meetings and conferences as recommended by the DPI
 - b. Conducts needs assessment studies

- c. Compiles and submits Enrollment Reports
 - d. Conducts follow-up studies for capstone courses
 - e. Compiles and submits follow-up studies
 - f. Compiles and submits completion reports
 - g. Compiles and submits encumbrance reports
 - h. Compiles and submits claims
 - i. Compiles and submits inventory reports
 - j. Submits quarterly activity reports
 - k. Conducts inventory verification
 - l. Updates career and technical education long-range plan
7. Coordinates the gathering, selecting and analysis of data with respect to jobs available to local high school graduates;
8. Works to identify and define local job opportunities and the role of the school in meeting these opportunities;
9. Coordinates all work-experience programs in the schools, to include Tech. Prep. and Education for Employment;
- a. Select work stations for students
 - b. Screen students for eligibility in the program
 - c. Develop training schedules with employers
 - d. Make up and distribute contract between employer, student (employee), parent, and school system
 - e. Supervise students on the job at regular intervals
 - f. Counsel with students
 - g. Keep students and employers informed of any legal changes in the child labor laws
 - h. Inspect work stations periodically to insure compliance of school district, state and federal regulations
 - i. Evaluate work stations
 - j. Evaluate student progress on the job
10. Interprets the career and technical education program to the public;
11. Assists in the preparation and administration of the Technology Education budget;

- a. Order all equipment and supplies for Technology Education
 - b. Oversee maintenance of equipment
 - c. Maintain inventory records of all equipment
 - d. Maintain financial and educational records as required
12. Makes recommendations for long-term adjustments, changes, additions and deletions in the career and technical education program to meet changing job trends and needs;
 13. Assists in the recruitment and screening of career and technical teachers in an advisory capacity;
 14. Maintains membership in and participates in the affairs of professional societies devoted to the advancement of career and technical education;
 15. Assists in scheduling career and technical students and teachers;
 16. Counsels with career and technical students on careers;
 17. Teaches classes in career and technical as needed;
 18. Performs other duties as requested by the High School principal;
 19. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Staff.