

3.1C

POSITION DESCRIPTION

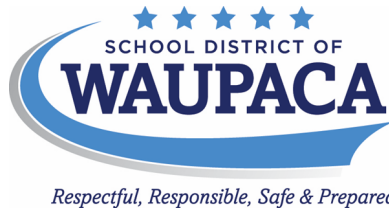
Career Technical Education Coordinator

ORGANIZATIONAL RELATIONSHIPS

Develop vision and long-range plans for career and technical education based on current research, federal and state requirements, and best practices. Implement vision and long-range plans in partnership with the CTE Department and high school administration aligned to the School District of Waupaca strategic plan.

PERFORMANCE RESPONSIBILITIES

1. Coordinate the Work Based Learning (WBL) program including Youth Apprenticeship:
 - a. Supervision of high school WBL coordinators regarding:
 - selection of appropriate work-based learning sites for their students directly related to the career pathways
 - interaction with employers at work-based learning sites
 - assure that the work-based learning program meets the needs of students and local employers
 - assure students placed in work-based learning sites are appropriately monitored by their respective WBL coordinator
 - monitor and coordinate all internal communication between coordinators, students, and employers
 - b. Monitor WBL processes to be sure that WBL is implemented in compliance with federal and state requirements.
2. Develop grant applications for the federal Carl Perkins Act, administer the use of the funds, and prepare evaluation/outcomes.
3. Prepare, administer, and track CTE budgets including equipment set aside, CTE capital purchases, and Youth Apprenticeship/Department of Workforce Development funds for all CTE areas grades 6-12.
4. Responsible for CTEERS annual report.
5. Support the development of school, business, and community relations.
 - a. Work to create and maintain advisory committees in each CTE pathway.
 - b. Serve as a member of teams formed by community-based organizations.



- c. Coordinate and conduct periodic career and technical education district-wide meetings.
6. Work with the director of curriculum and assessment to assess staff development needs and provide quality staff development opportunities in career and technical education as well as academic and career planning.
7. Provide leadership in the understanding and promotion of postsecondary options for students, especially in technical areas. (Articulation, College, Career and Community Ready, Youth Options, nontraditional opportunities)
8. Collaborate with FVTC to expand dual credit opportunities in identified economic growth areas
9. Work with secondary principals and CTE department members to recruit, interview, and conduct reference checks on CTE teacher candidates.
10. Provide curriculum leadership to CTE departments

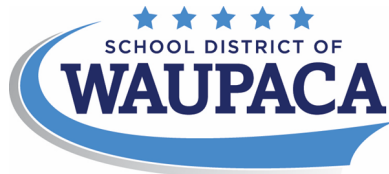
11. Academic and Career Planning –PI 26 Education for Employment with ACP

- Lead, Coordinate, and Implement action timeline for PI 26 compliance with ACP
- Manage state-preferred ACP software and content--Xello
- Coordinate implementation and training of K -12 school counselors on ACP software.
- Coordinate integration of ACP in K-12 curriculum, coursework, and daily lessons
- Continue to strengthen partnerships with the business community around ACP--College, Career, and Community Ready
- Communicate with K-12 parents to showcase the ACP benefits and how they can be involved in their student progress
- Progress monitoring and evaluation of ACP implementation
- File and manage all compliance documentation and data

PERSONAL ATTRIBUTES REQUIRED

1. Attentive to detail and highly organized.
2. Ability to work productively in a team and as a self-starting individual.
3. Ability to explain complicated processes clearly.
4. Willingness to learn and become fluent in various software applications, emerging technologies, and/or computer languages.
5. Ability to effectively manage time.

QUALIFICATIONS



Respectful, Responsible, Safe & Prepared

1. Eligible for DPI License #5093 Career and Technical Education Coordinator/Local Vocational Education Coordinator (LVEC) or be able to obtain a provisional license and obtain the license.
2. Understand and promote the concept of comprehensive programs in career and technical education, which includes teaching the academic disciplines of marketing education, business education, health sciences occupations, agriculture education, technology education, and family and consumer sciences education.
3. A minimum of three years of vocational education teaching experience required.
4. Understand the Wisconsin Developmental Guidance Model and the Education for Employment Standards, especially the relationship between comprehensive career development and career and technical education.
5. Strong leadership skills

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to walk, sit, or stand for prolonged periods of time.
- Further, the employee must be able to operate a computer and keyboard, have near visual acuity to review written documentation, lift horizontally and vertically, bend, and stoop.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

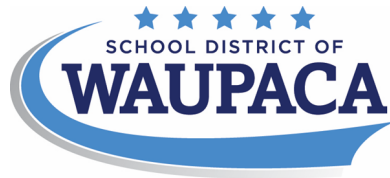
WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in an office that combines standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard office setting. The noise level in the work environment is usually low to moderate.

TERMS OF EMPLOYMENT: As set forth in the Support Staff Handbook, but with teaching staff contract of 190 days.

- Work location is primarily at the District Office or High School, however, there will be a need to travel to all buildings.
- Reports to the High School Principal



Respectful, Responsible, Safe & Prepared

CREATED: 05.01.2008

UPDATED: 01.10.2024

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Superintendent of Schools is the compliance officer. Please call 715.258.4500 with questions or concerns.