

POSITION DESCRIPTION OF PERKINS CAREER AND TECHNICAL EDUCATION (CTE) COORDINATOR (SCHOOL LEVEL)

Duties Summary

The Career and Technical Education (CTE) Coordinator works under the general supervision of the Principal to support Career and Technical Education (CTE) State and Federal program initiatives and accountability expectations delineated by the Office of Curriculum, Instruction and Student Support (OCISS), School Literacy, Improvement and Innovation Section (SLII), CTE program. The CTE coordinator will provide technical support and assistance to school-level teachers participating in carrying out CTE reform efforts, accountability initiatives, and assessment of student progress. The CTE coordinator will also provide technical support, assistance, and consultative services to other state offices, district offices, school level personnel and students, the community and business and industry partners

Duties and Responsibilities

| Description | Relative Time Spent |
|---|---------------------|
| 1. Provides technical assistance to teachers <i>in developing and implementing plans</i> for the CTE program area, in congruence with Federal, State and school Academic and Financial plan reform initiatives including the development and implementation of CTE planning and accountability documents. | 15 |
| 2. Assists teachers in <i>data collection initiatives</i> that will be used <i>to drive</i> State and Federal CTE school <i>reform efforts</i> . Assists in analyzing and reporting student data. | 15 |
| 3. Oversees, assists in administering and accounting for CTE funds (State and Federal). | 10 |
| 4. Provides technical assistance to teachers in <i>reviewing, evaluating, and monitoring</i> CTE program <i>expenditures</i> to ensure adherence to the Board of Education Policy, and State and Federal guidelines. | 10 |
| 5. <i>Participates in the monitoring process</i> to identify outstanding practices and areas of need. | 10 |
| 6. Provides <i>support to teachers for efforts</i> that lead students to develop an educational plan <i>leading to the completion of career pathway program(s) of study</i> . | 10 |
| 7. Provides technical <i>assistance to teachers to implement and evaluate standards-based curriculum, instruction, and assessments</i> to support CTE reform efforts that support State and Federal initiatives. | 5 |
| 8. Provides <i>assistance with workplace learning site-inspections</i> . | 5 |
| 9. Assists in <i>developing an effective means of communication</i> with other state offices, district offices, schools, students, community, business, and local partnerships. Assists in serving as a liaison between the Department and other agencies. | 5 |
| 10. Provides <i>consultative services</i> to the principal, administrators, district/state staff, and others requesting such services. | 5 |
| 11. Performs <i>other CTE responsibilities</i> as requested. | 5 |