

Amador County Unified School District  
COORDINATOR, CAREER & TECHNICAL EDUCATION (CTE)

JOB DESCRIPTION

The Coordinator, Career & Technical Education (CTE) assists site principals and CTE teachers in administering, monitoring, and implementing the requirements for a quality CTE and dual enrollment program and all associated grant requirements. The CTE coordinator provides leadership and support for the staff and collaborates with administrators, instructional staff, and community members in assuring that appropriate CTE curriculum and instructional practices are occurring in all classrooms. The CTE coordinator meets with CTE teachers individually and in small groups, with local, regional and statewide members of the public involved in CTE, and professional learning communities to support implementation of CTE program requirements.

REPORTS TO:

Assistant Superintendent, Educational Services

MAJOR DUTIES AND RESPONSIBILITIES:

1. Assists with and promote high quality curriculum and instruction aligned with the California CTE Model Curriculum Standards including, but limited to, helping to provide a coherent sequence of CTE courses that enable pupils to transition to postsecondary education programs that lead to a career pathway or attain employment upon graduation from high school.
2. Assists in hiring and supervising teaching and support staff.
3. Collaborates on budget development for CTE operations.
4. Writes, implements, and administers the Federal Perkins grant
5. Provides information as needed to the United States and California Department of Education and California Community College Chancellor's Office
6. Serves as a member of the ACUSD High School administrative team and provide support and assistance to the other members of the team as needed
7. Assists in providing pupils with high quality career exploration and guidance.
8. Provides for system alignment, coherence, and articulation, including ongoing and structural regional or local partnerships with postsecondary education institutions, documented through formal written agreements.
9. Works with post-secondary education institutions to provide dual-enrollment opportunities for high school students.
10. Forms ongoing and structural industry and labor partnerships, documented through formal written agreements and through participation on advisory committees.
11. Provides opportunities for pupils to participate in after school, extended day, and out-of-school internships, competitions, and other work-based learning opportunities.
12. Reflects regional or local labor market demands and focuses on current or emerging high-skill, high-wage, or high-demand occupation.
13. Works to create industry recognized credentials, certificates, and appropriate post-secondary

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education, or employment pathways.

14. Assists with recruiting and retaining a skilled staff and assists with professional development opportunities for those teachers and faculty.
15. Works with the business office on the expenditure reporting requirements of all career technical program grants, including Carl D. Perkins Career Technical Education grant, Agricultural Career Technical Education Incentive grant, K-12 Strong Workforce Program (K-12 SWP), CRANE, etc. (budget revisions, quarterly claims, expenditure reports).
16. Reports data, as a program participation requirement to allow for an evaluation of the program. Create plans to meet the data reporting requirements outlined as part of the grant criteria including the following:
  - The number of pupils completing high school.
  - The number of pupils completing CTE coursework.
  - The number of pupils obtaining an industry-recognized credential, certificate, license, or other measure of technical skill attainment.
  - The number of former pupils employed and the types of businesses in which they are employed.
  - The number of former pupils enrolled in a postsecondary educational institution, a state apprenticeship, or another form of job training.
17. Promotes the CTE program through outreach, marketing, and communications.
18. Collaborates with consortium members.
19. Works with CTE teachers in forming, maintaining, and growing advisory groups.
20. Participates in or leads meetings, workshops and seminars with CTE employees new to the district.
21. Assists staff in providing the best possible learning environment for all students.
22. Collaborates with others (e.g. teachers, counselors, administrators, students, parents, other District personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
23. Maintains a variety of detailed records in a variety of written and electronic formats.
24. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
25. Other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

Training and/or Education:

Bachelor's Degree or higher from an accredited university

Knowledge of Career Technical Education programs and associated grants

Experience:

Demonstrated ability in secondary school instruction and curriculum development

Demonstrated ability as an administrator

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LICENSES OR CERTIFICATION:

Current valid California teaching credential

Current valid California Administrative Services Credential

Valid California drivers' license and evidence of insurance, TB, and criminal justice fingerprint clearance.

PHYSICAL REQUIREMENTS:

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 frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lb. such as boxes of books. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

PAY RANGE AND WORK DAYS:

Level I of the Certificated Administrative Salary Schedule (192 work days)