



**Job Title:** Career and Technical Education Coordinator

**Exemption Status/Test:** Exempt

**Reports to:** Career and Technical Education Director

**Date Revised:** May 2022

**Dept./School:** CTE Department

**Pay Grade:** 107

**Primary Purpose:**

Assist the Director in directing and managing district career and technical education programs and facilities to meet student needs. Serve as instructional leader in developing and improving programs of study in career and technical education.

**Qualifications:**

**Education/Certification:**

- Bachelor's degree from an accredited university
- Valid Texas Teacher's Certificate
- Master's degree in education, school counseling or Career and Technical Education

**Experience:**

- Minimum of three (3) years of successful public school teaching experience

**Preferred Experience:**

- Minimum of three (3) years of successful teaching experience in Career and Technical Education
- Valid Texas Counseling or Principal's Certificate

**Special Knowledge/Skills/Abilities:**

- Evidence of knowledge of career and technical education programs of study
- Evidence of evaluation of instructional programs and program effectiveness
- Evidence of technology integration as an essential tool to support program goals
- Ability to work collaboratively with teachers, staff, school leaders, district personnel, school trustees, parents, community, and members of business and industry
- Strong organizational, communication, leadership, public relations, and interpersonal skills
- Ability to interpret, analyze, and evaluate instructional data
- Ability to manage budget and personnel
- Ability to implement policies and procedures
- Ability to function as a member of a high-performing team
- Ability to work well with a diverse population

**Major Responsibilities and Duties:**

**Instructional Management:**

1. Oversee the development, delivery, and assessment/evaluation of assigned programs of study that incorporate district goals and support student achievement.
2. Monitor and evaluate assigned programs of study on an ongoing basis using input from advisory councils, community employers, teachers and principals, applied research, and student data to determine the effectiveness and improve outcomes.
3. Ensure that the necessary time, resources, materials, maintenance, and technology to support the accomplishment of educational goals are available.
4. Provide all campuses with career exploration, awareness resources, and testing materials.



5. Support instructional resources, training, and classroom instruction to prepare career and technical education students to sit for and earn industry-based certifications (IBCs) that align with their chosen program.
6. Oversight of tracking and data collection of earned IBCs to coordinate with PEIMS submission for accountability and reimbursement.
7. Participate in planning and oversight of career and technical education dual credit courses, Advanced Placement (AP), and P-TECH courses/programs to work alongside our Dallas College partners for proper course alignment.
8. Plan and provide staff development for career and technical education teachers that support instructional programs, incorporate input from teachers and principals, and are consistent with the district's mission.
9. Utilize performance outcomes, enrollment data, and classroom instruction feedback to assist career and technical education teachers in facilitating instructional improvement and innovation.
10. Work with campus administrators to select, train, supervise, and evaluate staff and make recommendations relative to instructional assignments based on outcomes, enrollment, and classroom observations.

### **Policy, Reports, and Law**

11. Implement the policies established by federal and state law, State Board of Education rule, and local board policy.
12. Compile, maintain, and file all reports, records, and other documents as required.
13. Monitor state and federal legislative processes for potential impact on career and technical education programs.
14. Interprets and disseminates TEA career and technical education program-related information and directives to staff.
15. Represent the school district in meetings and conferences related to career and technical education programs.

### **Budget and Inventory:**

16. Assist the Director in budget management based on documented needs and ensure that operations are cost-effective and funds are managed wisely.
17. Assist in completing the Comprehensive Local Needs Assessment (CLNA) and the annual submission of the Carl D. Perkins Federal Grant.
18. Participate in the selection of all instructional materials and equipment and maintain appropriate documentation within assigned programs of study.

### **Additional Responsibilities:**

19. Set high standards of conduct, ethical principles, and integrity in decision-making actions and behaviors for self and others and encourage reaching higher standards.
20. Encourage and model innovative thinking and risk-taking and view problems as learning opportunities.
21. Foster rapport between the district and the community through positive involvement in community activities.
22. Develop and maintain a network of professional colleagues within career and technical Education and within the greater community to collaborate and promote current industry trends and relationships.
23. Pursue professional development through reading, attending conferences, and being involved with related agencies and organizations.



24. Perform all other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment, including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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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.