



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	Career and Technical Education Coordinator	FLSA Status:	Exempt
Job Family:	Professional	Pay Range:	A/P Schedule-Grade N
Prepared/Revised Date:	December 12, 2022	Job Code:	33604
		Days:	218

SUMMARY: Responsible for developing, maintaining, and expanding district-wide CTE programming, and supporting educator certification in CTE at all secondary schools. The Career and Technical Education Coordinator identifies gaps in programming and supports school sites in the design of multi-disciplinary educational opportunities that align to community workforce needs and student ICAP goals. The CTE Coordinator is the voice of PSD's CTE programming to district teachers, counselors, administrators, regional and state-wide partner districts, local business leaders, community members, the community college system, and agencies of the state and federal government.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Create, implement, and continuously monitor the planning and implementation of a diverse set of district-wide secondary CTE programs covering many disparate disciplines:
 - a) Business and Marketing Education
 - b) Computer Science
 - c) Manufacturing, Construction & Engineering Education
 - d) Family and Consumer Sciences
 - e) Design & Multimedia Arts
 - f) Health Science
 - g) Agricultural Programs
 - h) Work-Based Learning and ACE
2. Lead, support, coordinate, and deliver district-wide secondary CTE programs through planning and implementation processes, which include Futures Lab, concurrent enrollment, industry certifications, and Colorado's Essential Skills. Coordinate with the Career & Innovation team to identify opportunities to create innovative programs and connections such as Internships, Apprenticeships, Capstones, Industry Tours, and other work-based learning opportunities. Instruct students in large, small, and one-on-one situations.
3. Primary report writer for various grant funded operations and collaborative community groups, including Carl Perkins Federal Grant, Colorado Vocational Act, and the Colorado Community College System (CCCS).
4. Create new CTE programs and update and revise existing program approvals.
5. Serve and actively participate as an educational leader on a variety of state, regional and district committees. Consult other districts seeking to replicate PSD's industry-leading programs.
6. Support school sites in ensuring that education and certification requirements are met/maintained by all CTE teachers.
7. Manage CTE assessment systems, including interfacing with vendor, managing accounts, analyzing data, and sharing with CTE teachers and site-based leadership.
8. Coordinate district-wide collaboration and staff development for all middle and high school CTE teachers.
9. Report, monitor, research, and analyze program data to assure compliance with programs.
10. Prepare and monitor CTE budgets.



11. Support CTE teachers in curriculum selection, standards alignment, and vertical articulation which includes the selection of textbooks, hardware, software, and other teaching materials for CTE programs.
12. Assist sites as needed in identifying, interviewing, and recommending qualified candidates for CTE teaching positions.
13. Collaborate with Integrated Services, Language Culture and Equity, Curriculum, and other PSD departments to deliver instructional programs aligned with the needs of exceptional populations.
14. Expand and support CTE programs and courses in middle school to expose 6 th - 8 th grade students to high school pathways.
15. Facilitate CTE Advisory Committee meetings 2 x per year.
16. Attend work and arrive in a timely manner.
17. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in Education or Business.
- Five or more years of related experience or teaching experience in a CTE program required.
- Experience in career and technical program coordination and reporting procedures preferred.

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Principal or Administrator’s License preferred.
- CTE Director Credential preferred.
- Valid Colorado driver’s license.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Knowledge of CTE programs, Colorado Vocational Act, CCCS Standards and Colorado Career Clusters.
- Knowledge of current workforce/employment demand and industry trends.
- Ability to effectively communicate with staff, students, parents, and community.
- Human relation skills.
- Excellent written communication skills.
- Ability to work with/be a part of a team.
- Data analysis, budget management, documentation, research, and monitoring skills.
- Collaboration and facilitation skills.
- Planning and organizational skills.
- Knowledge of District’s Ends Policy.
- Ability to frequently travel among district facility locations.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to be a part of/work with a team.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.



MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Career & Innovation	
Direct Reports:	CTE Classified Staff	1

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	