



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **CTE Engagement Coordinator**
Job Family: **Licensed**
Prepared/Revised Date: **September 28, 2021**

FLSA Status: **Exempt**
Pay Range: **T Salary Schedule**
Job Code: **21243**

SUMMARY: Responsible for assisting the Assistant Director-Career & Innovation in providing instructional and content support for Career and Technical education (CTE) teachers and counselors to build and sustain high-quality CTE programs. Work collaboratively with the Community & Business Development Coordinator and Work-Based Learning (WBL) Coordinators to support community partners in developing and offering work-based learning opportunities for PSD students.

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.*

DESCRIPTION OF JOB TASKS	
1.	Implement the Colorado Work-Based Learning (WBL) Continuum to align with Career and Technical Education (CTE) programming at the high schools and middle schools in areas of ICAP, career awareness, and exploration; career preparation; and career training.
2.	Collaborate with teachers, and counselors to ensure the implementation of district-wide and school-based CTE systems that match students with postsecondary planning opportunities to effectively support them toward graduation, college, and career success.
3.	Supervise and manage the Accelerating Students through Concurrent Enrollment (ASCENT) program.
4.	Facilitate CTE advisory committee meetings in collaboration with CTE teachers, business/industry, community partners, and postsecondary institutions in support of building high-quality CTE programs in PSD.
5.	Collaborate with the Community and Business Development Coordinator to support relationships with business partners for the purpose of providing WBL experiences.
6.	Coordinate and lead the onboarding of business/industry partners into the Xello work-based learning platform.
7.	Collaborate with core content, CTE, ACE, WBL, and SWAP teachers to connect and disseminate information on CTE and WBL programs and opportunities for students.
8.	Engage with the Curriculum, Instruction, and Assessment department to facilitate the implementation of CTE standards, assessments, curriculum, and professional development.
9.	Attend work and arrive in a timely manner.
10.	Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree with proper educator licensure program required; CTE credential preferred.
- Five or more years of related experience or teaching experience in a CTE program recommended.

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado teaching license with appropriate endorsements required.
- CTE Work-Based Learning endorsement, CTE Specialist endorsement, or ability to receive endorsement.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Knowledge of CTE programs, Talent Found, CCCS Standards, ICAP, and Colorado Career Clusters.
- Knowledge of current workforce/employment demand and industry trends.
- Human relation and interpersonal skills.



- Oral and written communication skills.
- Collaboration and facilitation skills.
- Planning and organizational skills.
- Critical thinking and problem-solving skills.
- Ability to work with/be a part of a team.
- Ability to frequently travel to local business partners.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- 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:

- Operating knowledge of and experience with personal computers and cell phones.
- Operating knowledge of the collaboration features of Google Docs.
- Operating knowledge of Xello software.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	0

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	
Depth perception	
Ability to adjust focus	X

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