



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

Job Title: **Career & Technical Education Coordinator** FLSA Status: **Exempt**  
Job Family: **Certified Administrative** Pay Range: **N**  
Prepared/Revised Date: **January 30, 2019** Job Code: **10707**  
Days: **260**

**SUMMARY:** The Career and Technical Education Coordinator is responsible for district-wide programs and curriculum, and educator certification at all secondary schools. Designs multi-disciplinary educational opportunities that meet the needs of college-bound students as well as those moving directly to the workforce. Compiles, analyzes, and reports on an annual basis to the Colorado Community College System (CCCS) the expenditure of district money for reimbursable vocational programs. Represents PSD's CTE programs to senior district administrators local and state-wide; 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.*

Description of Job Tasks	
1.	Create, implement and continuously develop the planning and implementation of a diverse set of district-wide secondary CTE programs covering many disparate disciplines: <ul style="list-style-type: none"><li>a) Business and Marketing Education</li><li>b) Computer Technologies</li><li>c) Technology &amp; Engineering Education</li><li>d) Family and Consumer Sciences</li><li>e) Agricultural Programs</li><li>f) PaCE, ACE, and Internships</li><li>g) Concurrent Enrollment Programs (ASCENT, Career Pathways, Campus Select, High School Select)</li></ul>
2.	Ensure the acquisition and efficient allocation and utilization of financial resources for the CTE programs in the district including state and federal grants. Monitor and coordinate State and Federal Grants to CTE programs. Prepare and monitor general fund CTE budgets and state and federal grant budgets.
3.	Lead, support, coordinate, and deliver district-wide secondary CTE programs through planning and implementation processes, which include the Carl D. Perkins grant, Career Pathways, technology integration, student industry certifications, workforce skills to ensure postsecondary workforce (PWR) success; and, create innovative new programs such as internships, capstones, industry tours for students/staff, and experiential learning.
4.	Anticipate and implement the State and Federal CTE Program guidelines as mandated by Colorado Community College System (CCCS) in conjunction with teachers, principals, and the Learning Services Team to ensure program compliance and funding.
5.	Prepare and submit all necessary reports to CCCS documenting expenditures and revenues for all district CTE programs.
6.	Community liaison for CTE partners including postsecondary and community (concurrent enrollment, work-based experiences, advisory teams, workforce councils).
7.	Serve and actively participate as an educational leader on a variety of state, regional and district committees.
8.	Manage and oversee the education and certification requirements are met/maintained by all CTE teachers (80+ HS & MS teachers).



### Description of Job Tasks

9. Manage CTE assessment system for 12+ program areas, including interface with vendor, manage accounts, analyze data and share with CTE teachers.
10. Coordinate district-wide collaboration and staff development for all middle and high school CTE teachers (80+ teachers).
11. Monitor, research and analyze program renewal trend data to assure compliance with programs. Coordinate the program approval process requirements of CCCS for all district CTE approved programs.
12. Facilitate teacher groups for curriculum selection, standards alignment and vertical articulation which includes the selection of textbooks, hardware, software, and other teaching materials for CTE programs.
13. Assist sites with interviewing and recommending qualified candidates for CTE teaching positions.
14. Collaborate with Integrated Services and other areas to deliver instructional programs aligned with the needs of exceptional populations.
15. Organize and emcee NTHS and ACE awards annual events honoring CTE scholars.
16. Attend work and arrive in a timely manner.
17. Perform other duties as assigned.

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Master's degree.
- 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 or holds or is eligible for a CTE Director Credential.
- 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 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
<b>Reports to:</b>	Director of Curriculum, Instruction and Assessment	
<b>Direct reports:</b>	CTE Tosa/Standards Implementation; Internship Coordinator; Classified staff	2.5

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Develop, administer and monitor the budget for district Career & Technical Education Programs.
- Coordinate the collection of information and completion of the financial expenditures report to the Colorado Community College system offices each year.
- Supervise and coordinate Federal Grants.

**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 feed				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		



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	