



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **CTE Specialist – Career Tech Center**

Job Family: **Licensed**

Prepared/Revised Date: **May 6, 2025**

FLSA Status: **Exempt**

Pay Range: **T Salary Schedule**

Job Code: **22515**

SUMMARY: Responsible for recruiting and supporting Career Tech Center students. Provide guidance for students in the areas of academic success, career and college readiness, and social/emotional development. Serve as a resource for students, families, staff, and community.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Support students in creating and implementing Capstone Projects including career research, exploration, and education options.
2. Collaborate on the ongoing development of Career Tech Center programming and pathways.
3. Support student transitional activities including Career Tech Center recruitment, registration, and scheduling in coordination with counselors at comprehensive and non-traditional high schools.
4. Connect students to interest/passion career opportunities and coordinate learning opportunities for students on-and-off campus. Assist students and families with educational and/or career planning.
5. Provide leadership and expertise in creating and sustaining a positive school culture and climate that integrates diverse backgrounds, strengths, and needs.
6. Facilitate problem-solving skills and conflict resolution. Respond to student crisis situations and report or refer to appropriate professionals or agencies.
7. Engage students in the educational and career decision-making process through opportunities at the Career Tech Center that are relevant and personal.
8. Collaborate:
 - a. With administrators, parents/guardians, staff, and community partners regarding student needs and concerns.
 - b. With administrators, parents/guardians, staff, and students to develop and implement academic and/or behavior plans and interventions.
9. Demonstrate a commitment to:
 - a. Understand, appreciate, and make accommodations for student diversity.
 - b. Include and engage families in the student's education.
 - c. Support all Poudre School District policies, procedures, and expectations.
 - d. Provide personal and professional excellence.



10. Participate in:

- a. Department, team, building, and district meetings and discussions.
- b. Student and/or family conferences and other meetings.
- c. Social, cultural, interscholastic, and extracurricular activities.
- d. Professional growth opportunities.

11. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in a related field
- Experience working with students in a school setting required
- Equivalent combination of experience and education accepted

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- Valid Colorado teaching license with appropriate endorsement required
- CDE CTE Specialist Authorization credential required
- CPR and First Aid certifications encouraged

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of CTE Career Clusters, NoCo Inspire, Talent Found, CCCS Standards, ICAP, and Colorado Career Clusters
- Knowledge of current workforce/employment demand and industry trends
- Flexibility and adaptability to function in a "startup" environment as part of the team developing the Career Tech Center concept
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Ability to be self-directed and work independently
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to work supportively with teachers, staff, and administrators to provide an effective learning environment
- Ability to communicate with students, parents/guardians, staff, and community members
- Ability to be a part of and work with a team
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- 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, District policies, administrative guidelines 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 peripherals
- Operating knowledge of and experience with Microsoft Office 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 standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Site Director Career Tech Center	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

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



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	