



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Department Technician II - Career & Technical Education (CTE)** FLSA Status: **Non-Exempt**
 Job Family: **Support Services Administrative** Pay Range: **SS45H**
 Prepared/Revised Date: **August 1, 2019** Job Code: **50605**

SUMMARY: Responsible for assisting the Career & Technical Education (CTE) Team in ensuring compliance with federal and state regulations upholding program quality and achieving district goals for the CTE department and state/federal reporting.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Manage CTE and grant budgets (approximately \$300K) including reconciliations, expenditure transfers, and reviewing for allowable expenses.	D	20%
2. Communicate with CTE coordinator, teachers, and sites about purchases, reimbursements, and CTE allowable expenses.	D	15%
3. Coordinate federal (Perkins) and state grants to ensure compliance; draft revisions, and track spending projections.	D	10%
4. Attend work and arrive in a timely manner.	D	1%
5. Submit annual Colorado Technical Act (CTA) report; throughout the year, collect and maintain all documentation for instructors, enrollment, contracts, and supplies and equipment, including tracking and reporting of \$4 million in expenditures.	M	10%
6. Work with CTE coordinator on state program approvals, renewals, and revisions.	M	5%
7. Provide finance department with documentation for Perkins vouchers.	M	5%
8. Verify and maintain records on CTE credentials for program instructors.	M	2%
9. Annually update CTE programs in Synergy to align with state approved programs.	M	2%
10. Perform state reporting for VE130/VE135 for CTA.	A	10%
11. Prepare documentation for CTA audits.	A	10%
12. Track equipment purchased with Perkins and/or CTA funding.	A	3%
13. Attend yearly training on Colorado Technical Act (CTA) and Perkins grants.	A	3%
14. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent vocational school or short term courses in business administration, office management or a related field
- More than two years and up to and including three years of experience in office management and bookkeeping

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver's license



TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- 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 diffuse and manage volatile and stressful situations
- 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 Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage, Google Docs, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

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

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			



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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)	
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	
Ability to adjust focus	x

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