



New Job Description
Effective July 1, 2024
Board Approval: May 6, 2024

Coordinator, Career Technical Education

Definition

Reporting to the Assistant Superintendent of Educational Services, the Coordinator of Career Technical Education (CTE) will oversee the District's CTE program. They will serve as a bridge between the District and its various business partners, higher education institutions, parents, community partners, and schools. Their responsibilities will include ensuring the effectiveness and efficiency of the CTE curriculum and instructional program and aligning these initiatives with the District's objectives and vision.

Essential Duties and Responsibilities

- Coordinate all Career Technical Education (CTE) program aspects, including district pathways, work experience, internships, and certifications.
- Collaborate with teachers, administrators, and industry professionals to develop and refine curriculum for career and technical education (CTE) pathways, ensuring alignment with state standards and industry requirements.
- Facilitate technology integration and training for students, staff, and community/business leaders related to CTE fields.
- Partner with labor, business, and community organizations to secure and expand internships, apprenticeships, and Work Experience programs for students.
- Responsible for the development, implementation, and monitoring of K-12 CTE plan.
- Responsible for facilitating and implementing student CTE career assessments, and individual CTE plans.
- Implement strategies to support student success in CTE pathways, including academic and career counseling, work-based learning opportunities (internships, externships, and pre-apprenticeships), and access to industry certifications.
- Analyze data to evaluate curricula, teaching practices, equitable course participation, internships, apprenticeships, work experience participation, pathway completion, and graduate job placement.
- Develop and monitor budgets and grant applications for program maintenance, development, and compliance.
- Prepare and complete all required reports and compliance documents.
- Write and manage all CTE-related local, state, and federal grants.
- Prepare reports for district administration as required.
- Promote CTE pathways and programs within the district and community to attract students and educational partners, and facilitate recruitment efforts to increase enrollment in CTE courses.
- Stay informed about current trends and best practices in career and technical

education, and participate in professional development activities to enhance knowledge and skills in the field.

- Market/brand CTE programs to educational and community groups.
- Expand CTE dual enrollment offerings.
- Coordinate annual Career Fairs.
- Create and expand CTE pathways and partnerships with colleges and universities.
- Perform additional duties as assigned by the Superintendent or Designee.

Required Qualifications

- Possession of a Masters Degree
- Five or more years of successful teaching or counseling experience
- Strong interpersonal skills
- Strong written and verbal communication skills
- Ability to collaborate with site administrators, students, parents, and businesses to create partnerships
- Valid California driver's license

Preferred Qualifications

- Administrative Credential
- Successful experience establishing partnerships with community organizations and businesses
- Bilingual (Spanish)

Knowledge of

- Principles of organization and management
- Educational technology
- Principles of Effective Coaching

Ability to

- Facilitate collaborative projects or initiatives
- Work independently and proactively
- Anticipate problems and opportunities and respond effectively
- Prepare and deliver presentations
- Prepare comprehensive narratives and statistical reports
- Focus on student learning and student success
- Demonstrate strong oral and written communication skills
- Work with businesses and outside agencies to create effective partnerships
- Build consensus among diverse educational partners
- Build trusting relationships

Salary

This position will be paid according to the certificated management salary schedule.

- 213 days, positive work year calendar
- \$134,277 - \$147,047 annual salary