

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

01/2020	<u>COORDINATOR, CTE, DUAL CREDIT & SUMMER PROGRAMS</u>	3.8.5
Effective Date	Job Title	Index

Primary Function:

Coordinates the implementation and/or operation of assigned district initiatives identified as strategically important to the district’s mission and vision, including career and technical education, postsecondary partnerships, work-based learning services and programs, summer education programs, and credit recovery. Provides leadership and guidance at both the school and district levels around assigned areas of responsibility.

Supervised By:

Director of Strategic Initiatives and/or assigned designee(s).

Essential Functions:

- E-1 Supervises various Federal, State, grant, and other funds (Carl Perkins, Oregon Secondary Pathways, Oregon HS Success, Oregon Revitalization, private donors/investors, etc.):
 - a. develops and submits grant applications based on current needs assessments and program evaluations in accordance with appropriate guidelines.
 - b. coordinates collection of student data for program assessment and reporting; compiles and disseminates CTE performance data to school and District staff for use in program evaluation; and completes required reporting documents.
 - c. develops grant budgets and approves/monitors expenditures; maintains inventory records of grant-purchased equipment.
 - d. seeks additional resources to support Career Technical Education programs; develops and monitors associated budgets
- E-2 Coordinates the career and technical programs with state expectations; directs CTE program of study design and implementation; coordinates state approval for CTE programs of study.
- E-3 Manages the District curriculum frameworks in the area of career and technical education.
- E-4 Promotes training opportunities for staff and students in partnership with the business/employer community, including relevant internships for teachers, help teachers and personnel improve student achievement.
- E-5 Liaison between secondary post-secondary partners related to alignment and articulation for lower division transfer credits and CTE programs.
- E-6 Facilitates the development of District policies and procedures related to work-based and school-based learning experiences and program development.
- E-7 Plans and coordinates support services for identified students enrolled in state-approved Career Technical Education programs.
- E-8 Promotes business, industry and community partnerships in support of Career Technical Education programs, including implementation and participation in District CTE program advisory committees.
- E-9 Participates in District, regional and statewide planning for Career Technical Education and school-to career programs.
- E-10 Coordinates staff development activities relating to curriculum, instruction and assessment.
- E-11 Develops a qualified applicant pool to fill CTE teaching positions; Evaluates qualifications of applicants for Career Technical Education positions as requested by principals and other supervisors; confers with teachers on CTE licensure; convenes and facilitates CTE instructor appraisal licensure committees.
- E-12 Develops, negotiates, and manages contracts and agreements between the District and other parties and agencies.

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- E-13 Prepares short and long-range plans for Career Technical Education program development to assure alignment with workforce needs; Initiate, improve, expand, and modernize career and technical education programs.
- E-14 Coordinates and facilitates academic summer programs among various schools, administrators, teachers, departments, and outside organizations.

Additional Functions

- A-01 Perform other duties as assigned.

Minimum Qualifications:

- a. Master's Degree or equivalent training.
- b. Current and valid Oregon Administrative license.
- c. Three or more years of teaching or administrative experience and/or prior experience working with career technical education or school-to-work programs.
- d. Must have the ability to drive to different sites within the District.

Work Environment

Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. Subject to frequent loud noises in the environment.

Physical Requirements

Frequent reaching, handling, fingering, talking, and hearing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period and/or frequently move from sitting position to standing, walking, stooping and kneeling. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Minimum Term of Employment:

12 months

Salary Level:

Administrator Salary Schedule, Grade 207A.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the District's process for Evaluation of Administrator Personnel.

Salem-Keizer Public Schools 24J is an equal opportunity employer.