

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

09/19	CTE HIGH SCHOOL LIAISON	2.12.35
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PURPOSE

Supports CTE teachers and students both inside and outside the classroom. Provides in-class supports for teachers, students requiring additional supports, and coordinates specialized training, activities, and events.

CLASS CHARACTERISTICS

The CTE High School Liaison provides both direct support for classroom instruction and clerical/administrative assistance for CTE programs at the school level. Classroom support is emphasized and, on average, represents half or more of a given workday.

SUPERVISION RECEIVED AND EXERCISED

The CTE High School Liaison works under the supervision and direction of their assigned building administrator(s).

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

- Coordinates CTE department functions and initiatives
- Provides in-class support and assistance for CTE classrooms, teachers, and students
 - Assists in planning and implementation of learning experiences for students; confers with teacher to provide feedback on student performance.
 - Under the direction of a licensed teacher, provides supplemental practice in various learning experiences, including drills and activities using learning strategies designed to reinforce or modify skills.
 - Helps students develop positive interpersonal relationships.
 - Observes students and assists in recording student development and progress; informs supervisor of any unusual academic or disciplinary problems.
 - Interprets and implements a behavior management program; trains and assists students in behavior management; provides education regarding appropriate interpersonal actions; responds to discipline problems; acts as a role model.
 - Prepares instructional materials related to area of assignment; copies materials, develops visual aids and charts, and collects and distributes supplies and equipment.
 - Supervises students in a variety of settings, including hallways, common areas, field trips, or on entering or leaving the classroom.
- Communicates and collaborates with CTE staff, teachers, and college & career coaches
- Serves as a liaison between CTE programs and businesses/community members
- Coordinates and assists in the implementation of short-term, ongoing projects such as:
 - CTE & Industry Summit: Helps coordinate student and staff organization; works with district staff to establish transportation to and from the event.
 - Field Trips: Helps teacher(s) plan and works with district staff to establish transportation to and from the event.
 - Professional of the Month: Collaborates with CTE department and teachers to schedule and arrange monthly presentations from industry professionals.
 - Technical Skills Assessments: Coordinates with building testing staff to ensure completion of technical skills assessments by all program completers.

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CTE High School Liaison (continued)

- 8th Grade CTE Recruit & Retain Assemblies / Showcases: Coordinates assembly dates and ensures all event details are ready at middle schools. Establishes dates, transportation, lunch times, substitutes, and supplies for all showcases.
- Communication: Attends monthly meetings with CTE department staff to help coordinate/facilitate communications and projects to school staff.
- Assists teachers in organization and tracking CTE-related purchases and use of funds, including the communication of purchase information to and from the CTE department.
- Prepares, organizes, and maintains documentation related to CTE purchasing, program renewal, and inventory.
- Serves as advisor for Skills USA student leadership organization. Meets monthly with Skills USA student leaders to organize and coordinate activities.
- Maintains regular and consistent attendance and punctuality.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic principles and practices of instructional program within areas of assignment.
- Techniques and methods of student supervision and classroom management.
- Skill in computer operations: proficient use of programs involving word processing, internet, and email required.
- Effective communication skills requiring frequent contact with the public.

Ability to:

- Patiently and effectively work with students, including students with behavioral problems, learning disabilities, and/or other needs.
- Communicate clearly and concisely, both orally and in writing.
- Work independently, as part of a team, and/or with defined direction.
- Be a learner and self-directed.
- Proficient organizational skills required.
- Attention to detail and follow through.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

One year of responsible instructional experience, child education classes, or child supervision experience.

Training:

Equivalent to the completion of the twelfth grade. May require Highly Qualified (HQ) Certification if assigned to a Title 1 school.

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. Moderate to high level of contact with district personnel and outside agencies/community depending on job assignment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files, reports and supplies; lifting light objects and lifting and positioning students. Intermittent walking, bending, twisting, squatting kneeling, crawling, climbing stairs, reaching. On feet throughout the day.

May be required to restrain a student using moderate strength (20-50 pounds push or pull) and Mandt techniques. Always working to deescalate a situation. Constant moving around a classroom to assist various students. May be required to assist with behavior plans in order to manage and monitor student behavior and safety.

Salem-Keizer School District is an equal opportunity employer.