

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Career & Technical Education Coordinator

Reports to: Executive Director, Instructional Support Services

POSITION SUMMARY

Oversee the curriculum and delivery of Middle and High School Career and Technical Education (CTE) programming.

ESSENTIAL DUTIES & RESPONSIBILITIES

- W 25% Develops, distributes and maintains CTE curriculum and assessment documentation and program updates.
- W 20% Assists District Administrators with reviews of CTE instruction, and recommends/delivers appropriate teacher training. Provides follow-up observations and feedback.
- W 20% Serves as liaison to District Stakeholders, constituents, and local and State agencies, regarding CTE curriculum programming and initiatives, ensuring accountability and monitoring processes are in place.
- D 10% Performs, or assists in, supervisory activities: hires/mentors/disciplines; staffing design/master schedule; professional development activities; evaluations; terminations. Monitors CTE credentials.
- M 15% Performs long-range planning strategies, including budget preparation and monitoring. Reviews/approves for reimbursement, students attending post-secondary schools.
- Q 5% Develop/prepare grant proposals, monitoring grant funding, and maintaining grant documentation for federal/state reporting.
- 5% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Bachelor's Degree in Vocational Education, Master's Degree preferred.

MINIMUM EXPERIENCE

Three years of contracted teaching experience in Vocational Education

Three years experience in curriculum/program evaluation of Vocational Education instruction

SKILL REQUIREMENTS

Computer applications skills: Microsoft Office
Basic Accounting skills.
Problem solving, organizational, & analytical skills.
Excellent verbal and written communication skills
Excellent customer service skills

GENERAL EXPECTATIONS

Is flexible.
Has the ability to work cooperatively with supervisors and co-workers.
Has the ability to understand and follow complex oral and written instructions.
Has the ability to perform responsibilities without the necessity of close supervision.
Has the ability to effectively communicate with the school district community.
Maintains a generally positive attitude.
Observes all District policies and procedures.

LICENSES OR CERTIFICATION

- ◆ Colorado Teacher's License, CTE Local Director Endorsement
- ◆ Valid Colorado Driver's License

ESSENTIAL ENVIRONMENTAL DEMANDS - Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

- ◆ Moderate lifting five (5) to fifty (50) pounds.
- ◆ Frequent sitting, bending, stooping, walking, standing, kneeling, squatting, and reaching.

SUPERVISORY DUTIES

- ◆ Direct supervision of up to three Classified support staff;
- ◆ Indirect supervision of CTE teachers assigned to individual schools

WAGE SCHEDULE –Prof/Tech Range 4

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.