

JOB DESCRIPTION

Job Title CTE Specialist
Reports to Director of CTE
Dept/School CTE

Job Title Code 417267
Wage/Hour Status Non-Exempt
Pay Grade 306
Date Revised March 4, 2025

Primary Purpose

The responsibilities of this position are to coordinate the activities of the CTE department. Implements appropriate processes to develop policies, functional goals and objectives to meet state CTE requirements for funding; responsible for overseeing program efficiency and require state and district compliance records. Enter CTE budget, follow state and federal guidelines for CTE expenditures, and maintain CTE Title I, Carl D. Perkins Grant and local project/activity records.

Education/Certification

- An associate's degree in business or accounting is preferred. High School Diploma/GED

Special Knowledge/Skills

- Ability to operate an adding machine, calculator, and computer
- Knowledge of computer technology and data entry, including word processing & spreadsheets
- Strong organization, communication, public relations, and interpersonal skills
- Knowledge of general accounting principles
- General knowledge of Excel, Word, TEAMS (Frontline)

Experience

- Three(3) – (5) Five years of related experience working with a full range of CTE account systems.

Major Responsibilities and Duties

1. Possess the knowledge and expertise of the Perkins and grant program(s) to facilitate budget preparation, appointments, amendments, and personnel considerations.
2. Knowledge of rules and regulations, district policies and procedures, and contractual language related to CTE.
3. Gather information necessary for the Finance Department to submit bids for capital outlay items purchased for use by campus personnel and support staff.
4. Assist in the gathering, analyzing, and complying of data needed for yearly program evaluation reports as are necessary for Federal, State, and District reporting.
5. Assist in coordinating staff development for district personnel and maintaining attendance records.
6. Prepare and print reports according to the processes and procedures outlined in the District PEIMS Manual related to CTE.
7. Support CTE with PEIMS coding regarding CTE endorsements, high school graduation codes, and the respective CTE indicator codes relating to CTE coherent sequences/programs of study.
8. Maintain CTE budget assignments, allocations, and expenditures for Local and Perkins funding.
9. Prepare, issue, and distribute Requests for Purchase Orders (RPO), receipts, bills, statements, and check requests as needed.
10. Serve as an internal monitor for the District approval process. Prepare and reconcile transactions for the CTE Department to ensure proper signatures and correct account coding.
11. Maintain an optimal level of accuracy, good judgment, and discretion for assigned work to ensure compliance with established policies and procedures.
12. Review, processes, and pays all authorized invoices using P-Cards. Ensures timely entry of data into the automated system, including receipts, disbursements, and journal entries.
13. Prepare items for staff meetings and training as needed.

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14. Provide professional, accurate, and proficient support by composing and producing departmental documentation and correspondence, filing records, and supervising inventory of supplies.
15. Assist with invoicing for bus trips and district vehicle usage.
16. Prepare comparative cost analysis to substantiate effective and efficient use of CTE District Funds.
17. Assist with CTE-related events and promotions. Effectively manages the cross-training of employees to optimize office efficiency and performance.
18. Promote positive community relations through effective communication.
19. Provide optimal customer service to all students, employees, parents, community members, and other stakeholders of the district.
20. Perform other duties as assigned or required.

Supervisory Responsibilities

None

Equipment Used

Personal computers, printers, scanners, copiers, fax machines, and calculators.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions; prolonged use of a computer.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

Approved: _____
Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado



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militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.