

Job Title: Administrative Specialist CTE

Wage/Hour Status: Hourly

Reports to: Director

Pay Grade: 307

Dept./School: Career and Technical Education

Date Revised: November 18, 2022

Primary Purpose

The responsibility of this position is 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 required 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.

Qualifications

Education/Certification

High School Diploma/GED or higher education from an accredited institution of higher education
Associate Degree in Business or Accounting (preferred)

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) years related experience working with a full range of CTE account systems.

Major Responsibilities and Duties

1. Possesses the knowledge and expertise of the Perkins and grant program(s) in order to facilitate budget preparation, appointments, amendments and personnel considerations.
2. Knowledge to articulate rules and regulations, District policies and procedures, and contractual language related to CTE.
3. Gather information necessary for submission of bids by the Finance Department 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 annual program evaluation reports required for Federal and State and District reporting.
5. Assist in coordinating staff development for district personnel and maintain records of attendance.
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 as it pertains to CTE endorsements, high school graduation codes, and the respective CTE indicator codes relating to CTE coherent sequences/programs of study.
8. Maintaining 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 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 judgement and discretion for assigned work to ensure compliance with established policies and procedures.
12. Review, process, and pay the authorized invoices using P-Cards. Ensures timely entry of data to the automated system, including receipts, disbursements, and journal entries.
13. Prepare items for staff meeting and training as needed.

- 14. Provide professional, accurate and proficient support by composing and producing department documentation and correspondence, filing records, and supervising supply inventories.
- 15. Assist with invoicing for bus trips and district vehicle usage.
- 16. Prepare cost comparative analysis to substantiate effective and efficient use of CTE District Funds.
- 17. Assist with CTE related events and promotions Effectively manage 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 any other stakeholders of the district.
- 20. Perform other duties as assigned or required

Supervisory Responsibilities

None

Equipment Used

Personal computers, printer, scanner, copier, fax machine, and calculator.

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 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 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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

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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 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.