

<b>Job Title:</b>	Coordinator CTE Business & Industry	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	CTE Director	<b>Pay Grade:</b>	105
<b>Dept/School:</b>	Career and Technical Education	<b>Date Revised:</b>	October 28, 2024

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**Primary Purpose**

Establishing relationships with local business and industry organizations and securing key partners that will provide Career and Technical Education (CTE) students with robust career-based opportunities to include high quality paid or unpaid internships, apprenticeships, and job shadows.

**Qualifications****Education/Certification**

Master's Degree

Valid Texas Driver License, auto insurance and reliable transportation

**Special Knowledge/Skills**

- Demonstrate ability as a CTE classroom teacher and/or administrator
- Proficient in Microsoft Outlook, Word, Excel, and PowerPoint
- Knowledge of CTE Work-Based Learning (WBL) and advisory boards
- Knowledge of Career Clusters and Programs of Study
- Familiar with industry-based certifications and licensures
- Strong organizational, communication, and interpersonal skills
- Ability to work collaboratively with all CTE stakeholders

**Experience**

Three (3) three years of experience in an educational setting

**MAJOR RESPONSIBILITIES AND DUTIES**

1. Develop processes to secure quality paid or unpaid internships/apprenticeships.
2. Initiate affiliation agreements, Memorandum of Understanding (MOU's), training plans, and articulation agreements with appropriate Legal Counsel approvals.
3. Align WBL experiences related to students' career pathway and goals.
4. Screen internship and job-shadowing sites.
5. Coordinate transportation for student shadowing, internship experiences and CTE field trips.
6. Attend and participate in business workforce, District CTE magnet, and industry advisory meeting.
7. Monitor and visit student work sites and assist teachers in submitting appropriate training plans.
8. Collect, submit, maintain, and archive all job-related student paperwork.
9. Assist with opportunities to obtain liability insurance and accident insurance.
10. Arrange and monitor summer internship programs.
11. Coordinate teacher externships for CTE teachers during summer break.
12. Collect and analyze career pathway data, documents student achievement through CTSO student participation data and student industry-based certifications earned.
13. Facilitate career exploration sessions with CTE students and attend job fairs, and career days at elementary, middle, and high school campuses.
14. Provide counselors, teachers, business/industry partners, and other stakeholders with reliable local and state employment workforce data and information about current and emerging careers.
15. Collaborate with middle school counselors to ensure middle school students are provided information on career options and educational pathways.
16. Establish and maintain open lines of communication by conducting conferences with parents, students, principals, and teachers as related to internships.
17. Provide campus career counselors with postsecondary and workforce education information.
18. Work with EPISD Community Engagement to provide proper media and resources in branding CTE.
19. Attend professional growth meetings pertaining to career and technical education.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; Occasional prolonged and irregular hours; frequent local and state travel.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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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, 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 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.