

<b>Job Title:</b> Coordinator of Career Programs CTE	<b>Wage/Hour Status:</b> Exempt
<b>Reports to:</b> Director	<b>Pay Grade:</b> 107
<b>Dept/School:</b> Career and Technical Education	<b>Date Revised:</b> November 18, 2022

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**Primary Purpose**

Coordinate the districtwide implementation of the Career and Technical Education (CTE) Program. Adhere to federal and state laws, as well as district policies, procedures, and regulations. Responsible for assessing needs, data collection and analysis, and designing programs to increase student achievement. Will lead the ongoing enhancement of Programs of Study and College and Career Initiatives for the District.

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

Master's degree from an accredited university or college  
Valid Texas Teacher CTE Certification  
Valid Texas Principal Certificate

**Special Knowledge/Skills**

- Knowledge of applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to CTE.
- Knowledge of the Title I Part C Carl D. Perkins CTE Act Grant Application and CTE PEIMS
- Ability to write continuing improvement plans, corrective action plans, executive summaries, and affiliation agreements
- Demonstrated leadership ability in working with other administrators, teachers, students, parents and the public
- Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner
- Establish and maintain a variety of filing, record keeping, and tracking systems. Strong organizational, communications, and interpersonal skills
- Knowledge of District policy and procedures pertaining to CTE and special populations
- Knowledge of curriculum development and program design including ability to use District curriculum management system

**Experience**

Three (3) years as an administrator or administrative related experience

**Major Responsibilities and Duties Program Management**

1. Support the District's academy initiatives and assist the CTE Director in designing, developing, and evaluating new and existing CTE programs District-wide.
2. Evaluate, supervise, and direct appropriate professional staff in aligning curriculum, instruction and assessment to support standards and offering industry credential opportunities for students in the program areas.
3. Assist in establishing systems and protocols to increase CTE student certifications and licensures and CTE performance level acknowledgements in nontraditional fields.
4. Enhance current CTE programs to provide more postsecondary workforce and industry credential opportunities.
5. Provide leadership to ensure data quality and integrity in the aspects of the CTE program, to include Public Education Information Management System (PEIMS) and other student data related to program needs.
6. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in Career and Technical Education.

7. Ensure that curriculum renewal is continuous and responsive to state requirements and student needs.
8. Supervise and provide professional development opportunities for teachers in the CTE program to ensure consistency between current industry/business needs and student instruction.
9. Assist campuses in the development of a career planning component for inclusion into their Campus Improvement Plan.
10. Work with the Technology Department to model appropriate technology use and integrate instructional technology/media and software into the delivery of programs, services, and professional development activities.
11. Monitor CTE programs, activities, and services to ensure special populations are provided equal opportunities to participate in CTE programs without discrimination.
12. Keep abreast of the latest trends, best practices, and developments in CTE instructional strategies, processes, and designs.
13. Develop and coordinate effective academic and instructional professional development sessions for CTE teachers.
14. Advise and provide technical support to campuses in the implementation of career program goals and procedures established by the district, to include career academies, course offerings, class scheduling, compliance reporting, and updating facilities/equipment.
15. Provide leadership and coaching to teachers and area CTE facilitators in curriculum and instructional techniques to prepare students to be college and career ready.
16. Design and implement dual credit agreements with postsecondary schools for CTE programs.
17. Compile and analyze data and information, and prepare Executive Summaries and other documents, as required by the Board.
18. Work collaboratively with CTE staff to establish and maintain positive lines of communication with parents, students, and teachers, regarding career opportunities and postsecondary goals, to include conducting parent and community events.
19. Assist in the recruitment of employers and businesses to provide learning experiences to students and provide assistance with educational outreach opportunities into the community.
20. Demonstrate sensitivity in dealing with staff, students, and community members from diverse backgrounds.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

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

Maintain emotional control under stress. Frequent prolonged and irregular hours. Frequent Districtwide 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 for employees may be referred to the District compliance officer, Rosa Ramos at 230-2031; Application of Titles VI, VII, IX, and Section 504 inquiries regarding students may be referred to Kelly Ball 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 para empleados pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre la aplicación del título VI, VII, IX y la Sección 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.

