

Job Title: Coordinator CTE Student Support

Wage/Hour Status: Exempt

Reports to: CTE Director

Pay Grade: 107

Dept/School: Career and Technical Education

Date Revised: July 29, 2019

Primary Purpose

Coordinate and monitor CTE endorsement programs and state accountability processes as well as federal, state, and District program access requirements to ensure student success in CTE programs.

Qualifications

Education/Certification

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

Special Knowledge/Skills

- Knowledge of Career and Technical Education and AchieveTexas programs of study initiative
- Knowledge of Performance Based Monitoring Analysis System (PBMAS)/program access
- Knowledge of the current Texas Accountability Intervention System as it pertains to CTE
- Knowledge of the Title I Part C Carl D. Perkins CTE Act Grant Application and CTE PEIMS
- Ability to collect/interpret data and identify root causes
- Ability to write continuing improvement plans, corrective action plans, executive summaries, and affiliation agreements
- Knowledge of school administration and operations
- Ability to employ collaborative decision-making processes and foster District-wide team building and support
- Ability to assess situations quickly, provide assistance in solving problems and create long-term solutions
- Demonstrated leadership ability in working with other administrators, teachers, students, parents and the general public
- Excellent project management skills
- Ability to train campus teams
- 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. Assist in establishing systems and protocols to increase CTE student certifications and licensures and CTE performance level acknowledgements in nontraditional fields.
3. Coordinate time, resources, and materials necessary to promote and ensure student success.
4. Coordinate with District departments to provide support for PBMAS processes.
5. Conduct and coordinate training for PBMAS CTE members regarding roles and responsibilities.
6. Collect, monitor, and maintain PBMAS CTE indicator data, including special population data, program access data, and nontraditional student data.

7. Monitor CTE programs, activities, and services to ensure special populations are provided equal opportunities to participate in CTE programs without discrimination.
8. Keep abreast of the latest trends, best practices, and developments in the area of CTE instructional strategies, processes, and designs.
9. Develop and coordinate effective academic and instructional professional development sessions for CTE teachers.
10. Anticipate, manage, and resolve conflict effectively with teachers, students, parents, and the community.
11. Provide leadership and coaching to teachers and area CTE facilitators in curriculum and instructional techniques to prepare students to be college and career ready.
12. Compile and analyze data and information, and prepare Executive Summaries and other documents, as required by the Board.
13. Plan and conduct meetings with parents and teachers concerning CTE issues.
14. Assist with District improvement planning and processes.
15. 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

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.

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.