

Job Title: Coordinator, CTE Campus Magnet Program **Wage/Hour Status:** Exempt
Reports to: Principal/CTE Director **Pay Grade:** TBA
Dept/School: Career and Technical Education **Date Revised:** March 29, 2016

Primary Purpose

Assist the school principal and the CTE (Career and Technical Education) Director in the overall administration of the magnet school instructional programs, CTE endorsements, and operations. Coordinates assigned teacher, student, parent and community activities, services and training as related to magnet school programs.

Qualifications**Education/Certification**

Master's Degree

Special Knowledge/Skills

- Demonstrated leadership ability in working with teachers and students in instructional and managerial administration
- Knowledge of an ability to work with adult and student learners
- Strong organizational, communications, and interpersonal skills
- Ability to coordinate campus support operations

Experience

Two (2) years of leadership experience in education

Five (5) years of secondary classroom teaching experience, or five (5) years' experience in area of magnet specialization

Major Responsibilities and Duties**Instructional and Program Management**

1. Assume responsibility for the planning, operation, supervision, and evaluation of the CTE magnet program of the school.
2. Coordinate recruitment and application process for the CTE magnet program.
3. Coordinate, with the principal, the organization and management of the CTE magnet program.
4. Provide leadership for the instructional growth of academic and CTE teachers by supervising instruction through classroom observation and teacher conferences as well as providing focused staff development.
5. Mentor and assist with the planning and implementation of staff development for academic and CTE teachers on best pedagogical content knowledge and best practices in a magnet program.
6. Assist in preparing a master schedule for CTE magnet program courses following the CCRP magnet career cluster pathways.
7. Promote an advising program that provides needed support and direction for students enrolled in the CTE magnet program.
8. Review and maintain CTE courses specific to the magnet program on the CCRP.
9. Ensure CTE course requirements, pre-requisites, and TEKS are followed including respective articulated and dual credit college objectives.
10. Assist CTE teachers in preparing five-year plans.

School/Organizational Climate

11. Establish and maintains communication with personnel and students to foster a productive magnet program climate.
12. Assist in establishing and clarifying the short-range and long-range goals of the magnet program that are educationally sound and administratively feasible.
13. Utilize resources of the district and the community in developing the most effective CTE magnet program.

Policy, Reports and Law

14. Inform the principal promptly of cases of extreme danger or disaster where it would be necessary to set aside any Board rules or regulations.
15. Assume the responsibility for implementing the policies and directives of the Board and TEA.
16. Maintain accurate records and makes such reports as required by TEA or as assigned by the principal or CTE Director.
17. Support the CTE PIEMS process and ensure magnet CTE students are coded correctly for Fall and Spring PEIMS submissions.
18. Monitor and maintain CTE Affiliation Agreements and MOU's for their CTE magnet program.
19. Establish shadowing, non-paid/paid internship opportunities for CTE magnet students.
20. Assist CTE with Performance Based Monitoring Analysis activities.

Budget and Inventory

21. Prepare and submit the CTE magnet program budget and monitors District and CTE allocations and expenditures of funds according to administrative policies.
22. Submit annual inventories of supplies and equipment to CTE and requisitions for any supplies and equipment as needed for the next school year for the magnet program.
23. Monitor the magnet CTE budget and assigns the funds to each teacher/program.

Student Management

24. Coordinate student enrollment with sending campuses.
25. Verify each student's Endorsement and Program of Study when entering the magnet and monitors the CCRP until the magnet student graduates.
26. Function as the attendance officer of the program.
27. Establish and maintain a standard of conduct that is supportive of the instructional program.
28. Monitor students' schedules and assures that students are in their proper magnet and CTE courses to meet the magnet and CTE graduation endorsement requirements.
29. Provide for the close supervision of extracurricular activities.
30. Coordinate the magnet CTSO's and student travel.
31. Review student eligibility prior to competing in CTSO's.
32. Monitor and documents successful completion of CTE and academic Performance Acknowledgments as listed in House Bill 5.

Personnel Management

20. Coordinate, with the principal, staff assignments according to the district needs.
21. Coordinate the activities of the magnet school staff.
22. Identify those aspects of the teacher's classroom instructional program in need of improvement and suggests alternate avenues of improvement.
23. Maintain adequate and accurate documentation.
24. Keep the principal fully informed with respect to conditions and needs of the school, personnel matters, student accomplishments and concerns through the established organizational channel.

Communication and Community Relations

25. Establish and maintain favorable relationships with parents, local community groups, and individuals to foster understanding and solicits support for overall school objectives and programs.
26. Interpret Board policies and administrative directives.

Professional Growth and Development

27. Promote the professional growth of the magnet school staff by presenting in-service programs that meet the individual and group needs of professional auxiliary personnel.
28. Attend staff development as directed.
29. Promote professional improvement through activities approved by the Board.
30. Develop and maintain positive working relationships with other school professionals and representatives from the community.
31. Participate in professional development to improve skills and knowledge related to job assignment.
32. Adhere to ethical and legal standards and models behavior that is professional and responsible.
33. Report to the principal in writing, any identified irregularities found with student academic records.
34. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Occasional prolonged and irregular hours.

Terms of Employment

199 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: _____

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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.