

Job Title: Facilitator Career and Technical Education (CTE) **Wage/Hour Status:** Daily, Exempt

Reports to: Career and Technical Director **Pay Grade:** 105

Dept./School: Career and Technical Education **Date Revised:** November 1, 2024

Primary Purpose

Assist with planning, development and training of the District’s adopted instructional curriculum, and with compliance of local, state, and federal requirements of CTE programs. Support campus personnel with CTE program implementation and maintenance.

Qualifications

Education/Certification

Master’s Degree
Valid Texas Teaching Certificate with CTE Certification

Special Knowledge/Skills

- Knowledge of instructional administration, curriculum writing and implementation
- Excellent organizational, communication, presentation, and interpersonal skills
- Knowledge in design, development and implementation of CTE programs
- Experience in budget management
- Knowledge in software applications and online curriculum management systems

Experience

Three (3) years teaching experience in Career and Technical Education
One (1) year leadership experience

Major Responsibilities and Duties

Instructional and Program Management

1. Plan, organize and assist schools in the implementation and delivery of CTE programs ensuring alignment with the District’s academic programs and implementation of the adopted curriculum.
2. Assist with the District curriculum management system, as it pertains to CTE.
3. Stay current on CTE research, trends, materials, methodologies, and provide professional development on CTE best practices and curriculum differentiation strategies for CTE teachers.
4. Adhere to local, state, federal rules, regulations and policies.
5. Assist schools with increasing student achievement and improving students’ test scores through the Results Driven Accountability (RDA), process.
6. Plan, implement, and evaluate CTE instructional programs with teachers and principals.
7. Expand the use of technology in CTE programs and provide technical assistance when needed.
8. Participate in the selection of state and locally adopted textbooks and materials as assigned.
9. Support the adopted curriculum with CTE coherent course sequences, CTE dual credit, articulated credit, innovative courses, and appropriate internships and/or job shadowing opportunities.
10. Train CTSO sponsors, collect sponsor contracts, and verify CTE CTSO student eligibility and award letterforms.
11. Monitor organizational progress and conducts formative and summative evaluations
12. Provide technical assistance to personnel as required and encourage professional growth.
13. Perform other duties as assigned by supervisor.

Policy, Reports, Law and Program Monitoring

14. Adhere to local, state, federal rules, regulations and policies.
15. Implement state and local board policies as they apply to, Perkins Federal Guidelines CTE RDARDA compliance in Campus and District Improvement Plans, program access, and special populations.
16. Collect and review student-training plans, Memorandum of Understanding (MOU’s) and affiliation agreements.
17. Perform CTE program evaluations.
18. Develop and maintain an efficient and effective student vocational assessment scheduling system.
19. Monitor usage of online instructional materials and textbooks.

- 20. Evaluate ADA, student mobility and safety in CTE labs.
- 21. Maintain accurate records of organizational progress and RDA documentation.
- 22. Assist with implementation of approved CTE Programs of Study by TEA and the District's career exploration web-based system at the middle and high school levels.
- 23. Assist with CTE PEIMS submissions and the CTE contact hour verification process.
- 24. Review teacher availability reports for certification, course, and state funding compliance.

Budget and Inventory

- 25. Develop and submit budget requests to support CTE instructional programs.
- 26. Participate in the bidding and purchasing process.
- 27. Demonstrate responsible fiscal control over assigned budgets.
- 28. Assist with CTE salary distribution.
- 29. Assist with Perkins grant and respective program effectiveness review and the student certifications/licensure and reimbursement process.
- 30. Monitor the use, care, and replacement of capital equipment and/or facilities as appropriate to include tracking CTE inventory.

Personnel Management

- 31. Assist campus administrators in the planning and review of instructional schedules for CTE teachers.
- 32. Coordinate teacher and student travel.
- 33. Assist in locating qualified CTE teaching personnel.
- 34. Assist with CTE counselor meetings, CTSO travel meetings, and middle school CTE meetings.

Student Management

- 35. Organize, attend, and facilitate student CTSO competitive events, as assigned.
- 36. Promote and oversee student and teacher trips and student-related school and community events as needed.

Communications and Community Relations

- 37. Maintain high visibility in educational community and participate in District and community activities.
- 38. Develop articulation plans with post-secondary institutions.
- 39. Interact and provide information to the community regarding CTE programs.
- 40. Plan, chair, and attend committee meetings and/or advisory meetings assigned by CTE Director.
- 41. Promote and communicate high expectations of CTE teachers and student performance.
- 42. Assist and promote safety procedures in the District CTE programs.

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, frequent local and state 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, 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.