

COORDINATOR OF CAREER AND TECHNICAL EDUCATION

Job Title:	Coordinator of Career and Technical Education
Initial:	May 12, 2022
Revised:	
Work Year:	Full Year
Office:	Education
Department:	Applied & Advanced Learning
Reports To:	Director of Applied & Advanced Learning
FLSA Status:	Exempt
Pay Range:	Administrative Salary Schedule

Related Organization Chart



POSITION SUMMARY: The Coordinator of Career and Technical Education (CTE) assists the Director of Applied & Advanced Learning by monitoring the effectiveness of the CTE program to ensure adherence to federal, state, and local policies. The Coordinator of CTE assists the Director of Applied & Advanced Learning with data to support program implementation and improvement by coordinating and monitoring the collection and submission of quality district data for reporting and program evaluation purposes, and by reviewing, analyzing, interpreting and explaining program results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending upon building assignments and other factors.

- Facilitates knowledge of data requirements to multiple division and departments including developing and monitoring training protocols and reporting and presenting findings.
- Coordinates the CTE Student Followup, CTE Student Enrollment, CTE Active Teacher data collection and input, Colorado Technical Act (CTA) financial report, collecting and processing data to keep the CTE programs up to date and compliant.
- Interprets and explains data using multiple assessment instruments and integrating multiple software packages.
- Prepares custom data analyses to include statistical analysis, demographic measurements, status measurements and data format conversions to ensure sustainability funding for District 49’s CTE Programs.
- Organizes and analyzes student data and program requirements to investigate trends and prepare findings for a variety of formal and informal reports.
- Compiles, processes and submits Colorado Department of Education (CDE)/ Colorado Community College Systems (CCCS) reports.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Creates and maintains databases of student assessment results to include state and local assessment measures, for the HB16-1289 report (Career Development Incentive Program).
 - Provides information to schools, staff and parents regarding program data and articulation credit earned.
 - Acts as a liaison between the CDE/CCCS and schools regarding data and reporting issues.
 - Acts as a liaison with local institutions of higher ed to facilitate college articulation for CTE courses and students.
 - Participates in CTE strategic planning aligned to district priorities and local regional needs assessment.
 - Serves as CTE liaison at regional and state CTE meetings, collaborating with other leaders and staying abreast of economic landscape, current trends, and research.
 - Advises teachers, building leaders, and Tech Support in planning, purchasing, and installation of tech labs.
 - Provides training and guidance to school staff in data management resources, data entry and data retrieval and analysis.
 - Supports implementation of activities schedule, training and professional development for staff, and purchase resources for classes and teachers.
 - Provides a monthly review of CTE activities to the district leadership and board.
 - Reviews and develops end-of-year planning documents in planning year to include timelines, milestones, strategies and activities to achieve project goals.
 - Assists Director of Applied & Advanced Learning with setting goals for CTE programs, curriculum changes, and financial management.
 - Attends periodic meetings with regional partners.
 - Performs other job-related duties as assigned.

Supervision & Technical Responsibilities: This position has no supervisory responsibilities.

Budget Responsibility: Assists with the preparation and management of the CTE budget and Perkins Grant.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Bachelor's degree required.
- Career and technical experience preferred.

Experience:

- Three years of experience in data and reporting, statistical analysis, programing, or assessment management.
- Experience with financial and grant management.
- Experience with Power School, financial systems, coding and processing state reports preferred.

Knowledge Skills & Abilities:

- Demonstrated ability to work well with others in a diverse educational community by remaining open to feedback and growth opportunities.
- Operating knowledge of and experience with data management and analysis.
- Advanced written and oral communication skills.
- Demonstrated knowledge of student information and assessment databases.
- Ability to maintain a high level of knowledge and skill using statistical analysis, programs and software by learning new software and keeping abreast of trends.
- Advanced knowledge of Microsoft Office, Word, Excel, and Access databases.
- Critical thinking and problem-solving skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.

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- Ability to communicate effectively with various stakeholders.
 - Ability to perform responsibilities without the necessity of close supervision.

Certificates, Licenses, & Registrations:

- Active CTE Credential
- Criminal background check required for hire
- Valid Colorado driver's license required for hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds frequently. The employee is frequently required to travel to schools, professional development sites and events.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. The noise level in the work environment is usually moderate.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.