

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**  
(409)916-0107

**CTE Workforce Liaison**  
Job Description

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**Reports to:** CTE Director

**Status:** Exempt

**Term:** 217 Days

**Primary Purpose:** To assist the Career and Technical Education Director in planning, developing, and implementation of quality Career and Technical Education programs that will enhance the students' employability skills.

**Qualifications:**

**Education:**

Bachelor's degree

**Special Knowledge/Skills:**

1. Knowledge of Career and Technical Education Programs.
2. Positively represent District to existing and prospective business partners.
3. Working knowledge of federal and state guidelines pertaining to CTE.
4. Experience in teaching, mentoring, and coaching adult learners.
5. Strong communicator and interpersonal skills.

**Experience:**

At least three years of education experience (preferred).

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assist director in developing and follow through of a Career and Technical Education plan for business partners.
2. Develop and maintain relationships with potential and existing community partners and connect their needs to the district's CTE programs of study to expand the workforce opportunities for students.
3. Develop and implement an effective marketing and recruitment plan, including but not limited to the design of marketing materials such as brochures, posters, course catalogs, career guides, etc that promote the recruitment and retention of employer participants and students.
4. Assist the director in developing quality programs using program evaluation, classroom visitation, curriculum improvement and equipment purchases.
5. Encourage and support the development of innovative instructional programs, helping teachers to pilot such efforts when appropriate.
6. Facilitate the planning and application of new and existing technical programs in the teaching/learning process.

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7. Assist the director with planning of Career and Technical Education staff development
8. Ensure compliance with TEA Guidelines for CTE courses, including but not limited to the Career Preparation and Practicum Handbook, updating and auditing training plans, reviewing worksite visitation logs, and graduation plans.

## **Administration and Fiscal Facilities Management**

1. Maintain compliance for district's Career and Technical Education programs at federal, state and local levels.
2. Support Special Education students in successful completion of the appropriate CTE Pathway.
3. Ensure that facilities and equipment needs (maintenance and curriculum) are identified in the Career and Technical Education programs.
4. Investigate new funding sources and grant availability.
5. Assist in grant writing for the CTE department.

## **Personnel Management**

1. Assist in staffing vacancies.
2. Assess and respond to needs related to CTE teacher job responsibilities.

## **School Organizational Climate**

1. Effectively communicate and maintain a positive and effective relationship with community members, colleagues, students, teachers, and parents.
2. Disseminate ideas and information to professionals and provide leadership in identifying trends and opportunities in Career and Technical Education.
3. Implement new industry standards into the Career and Technical Education curriculum.

## **Professional Growth and Development**

1. Use information and insights provided through assessment instruments, the district appraisal process, evaluative feedback, and professional development programs to improve performance.
2. Design and deliver professional development activities for teachers.
3. Attend and participate in ongoing professional development and district meetings.
4. Participate in professional and industry organizations.

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## **School/Community Relations**

1. Educate and coordinate with business partners to ensure they are aware of the Career and Technical Education certifications offered at the high schools.
2. Maintain a current database of local employers and job openings and communicate frequently with high school counselors and teachers about employment opportunities for students.
3. Articulate the program/district's mission to the community needs and assist in initiating activities to meet those identified needs.
4. Implement and direct student experiences through support of work-based learning opportunities, certifications and career pathways.
5. Facilitate the agreements between industry and Career and Technical Education to ensure that students are trained to meet industry standards.
6. Build connections with local community groups and industry to expand the Career and Technical Education network.
7. Assist with planning and coordinating the Advisory Council(s) that involve all key stakeholders, including area employers, post-secondary educators, district personnel, parents and students.
8. Facilitate the planning and execute Career Fairs and Signing Days for all CTE programs.
9. Meet quarterly with EDC Director and provide documentation of updates.
10. Provide an annual review at the COTC Commissioner Meeting.
11. All other duties as assigned.

## **WORKING CONDITIONS:**

### **Mental Demands:**

Sustained concentration for long periods of time, ability to think clearly during stressful situations, able to generate creative approaches to complex problems, capacity to negotiate varying viewpoints at one time, and able to empathize with stakeholders they serve.

### **Physical Demands/Environment Factors:**

#### **Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit, talk, hear, stand, and walk. The employee is occasionally required to reach with hands and arms, and will frequently repeat the same hand, arm, or finger motions such as when typing. Employee will frequently interact with the public, parents, and other staff members. Specific vision abilities required by this job include close vision.

**Environment:** General office environment. The employee is continuously interacting with the public, staff, and students. The employee must frequently meet multiple demands from several people.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

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