

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Coordinator of CTE

Job Description

May 2017

Report to: Director of Career & Technical Education

Status: Exempt

Term: 226 days

Primary Purpose: Responsible for assisting with all aspects of the district's CTE program. Meet all expectations of House Bill 5. Continue the development and improvement of the CTE program.

Qualifications:

Education:

Master's degree

Mid-management Certificate or Standard Principal Certificate, required

Vocational education certification, required

Certified in T-TESS required

Special Knowledge/Skills:

Knowledge of career and technical education curriculum and instruction

Ability to evaluate career and technical education instructional programs and practices

Ability to manage budget and personnel

Ability to interpret policy, procedures, and data

Strong communication, public relations, and interpersonal skills

Experience:

Five years' successful career and technical education teaching experience

Two years' supervisory experience

Major responsibilities and duties:

1. Coordinate with director the district technical/vocational services to meet students' needs.
2. Ensure that student progress is evaluated on a regular, systematic basis, and the findings, including student achievement data and district assessments, are used to make the Career and Technical Education (CTE) programs more effective.
3. Encourage and support the development of innovative instructional programs, helping teachers to pilot such efforts when appropriate.
4. Provide leadership and technical expertise in the development and implementation of a comprehensive plan for use of technology related to CTE courses.
5. Coordinate the planning and conducting of periodic needs assessments related to course selection offering for the CTE programs.

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6. Plan and create curriculum guidelines at the district and campus level with help from appropriate administrators, ensuring that career TEKS are being taught at the appropriate grade level.
7. Obtain and use evaluative findings (including student achievement data) to gauge CTE program effectiveness and ensure that program renewal is continuous and responsive to student needs.
8. Plan, develop, evaluate, and coordinate CTE staff development training options and improvement plans by using the mission of the district, program evaluation outcomes and input from principals, teachers, and others to ensure best practices focusing on district and state goals.
9. Develop and implement parent programs focusing on building awareness of careers, certifications, pathways, and post-secondary training.
10. Ensure that CTE teachers have the necessary training and materials to improve participation and learning of student certifications.
11. Apply research and district data to improve the content, sequence, and outcomes of the teaching and learning process.
12. Demonstrate knowledge and ability to interpret PEIMS data and supervise the accuracy of PEIMS reports for the department.
13. Aide and assign PEIMS coding for grades 6-12.
14. Establish and implement managerial and operational controls to monitor performance, analyses, implementation and operating costs.
15. Administer the CTE district budget, Perkins' grant, and other grants to ensure that programs are cost effective and that funds are managed prudently.
16. Compile district, federal, and grant budgets and cost estimates based on documented program needs.
17. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment as necessary.
18. Manage all CTE districts purchases in accordance with budgetary and grant limitations and district policy.
19. Maintain safety standards that conform to state, federal, and insurance regulations and develop a program of preventive safety for CTE related equipment, CTE labs grades 7-12, and for the Agricultural Facility.

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20. Ensure that security measures are taken to protect students, staff, supplies, equipment in CTE classrooms, labs, and at the Agricultural Facility by implementing and conducting safety inspection plans.
21. Assist in the development and implementation of proactive crisis management plans for the Agricultural Facility.
22. Work cooperatively with principals and staff to select personnel for instructional assignments by assisting in the recruitment and selection, training, and supervision of all CTE department personnel placement, retention, discipline and dismissal.
23. Evaluate job performance of employees to ensure effectiveness.
24. Articulate the district's mission and goals in the area of CTE to community and solicit support in realizing it.
25. Demonstrate awareness of district and community needs and initiate activities to meet those needs.
26. Work and participate with community groups, business leaders, and industry to create, maintain, and sustain partnerships to support CTE programs and to meet the needs of community stakeholders.
27. Foster goodwill through coordination of partnerships and recognition with the business, industry, and community partners and serve as a liaison for the district.
28. Perform other duties as may be assigned.

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

Physical Demands/Environmental Factors:

Occasional district wide and statewide travel; occasional prolonged and irregular hours; occasional lifting up to 35 lbs.

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 by _____

Date _____

Reviewed by _____

Date _____

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