

Position: Career Technical Education (CTE) Specialist

Salary Range: 38

Summary

Under the Supervision of the Associate Superintendent of Instructional Services, the CTE Specialist is responsible for the coordination of the District's Career and Technology Education Program.

Essential Duties and Responsibilities

- Coordinates District Career Technology Education (CTE) programming.
- Identifies, completes application documentation and monitors CTE grants and state program requirements.
- Collaborates with the Director of Fiscal Services or designee to ensure CTE funds are properly spent, related reports are completed and the program budget management is appropriate.
- Facilitates work-based learning opportunities and internships for students and staff.
- Serves as a liaison between district staff, community organizations and local businesses.
- Collaborates with regional CTE related consortia and school districts to inform program design.
- Facilitate the creation of a CTE community and professional business network to support the District's programs.
- Provide student recruit planning and support to CTE staff.
- Provide long-term program recommendations and adjustments to meet changing job market
- Communicates with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Assists and coordinates CTE grant writing activities.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications**Knowledge and Skills**

- Knowledge of current research, policy and regulations related to Career and Technology Education programs
- Knowledge of regional industrial sectors
- In-depth experience and skills in the development of community and/or business partnerships
- Must have sufficient communication skills to project a positive image and to convey complex and detailed information.

Abilities

Ability to proficiently use electronic communication and computer applications. Ability to effectively communicate, orally and in writing, with administrators, teachers, community members, parents and students. Ability to interpret and apply policies, laws, rules and regulations. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Must have the ability to present information in group settings. Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.

Physical Abilities

Requires sufficient hand/eye coordination and manual dexterity to operate a keyboard. Requires sufficient visual acuity to recognize words, letters, and numbers. Requires auditory ability to carry on conversations over the phone and in person. Requires sufficient movement to retrieve work materials.

Education and Experience

- BA/BS or equivalent required.
- 5 years of verifiable relevant experience in industry, college and university related fields
- 3 years of grant development and management
- Partnership development experience preferred

- **Licenses and Certificates**

Depending upon assignment, a valid California driver's license and/or first aid training may be required.

