

CAREER AND TECHNICAL EDUCATION COACH

Purpose Statement

The job of Career and Technical Education (CTE) Coach was established for the purpose/s of coordinating career and technical education programs and related activities; providing assistance developing an educational pathway which leads to successful post-secondary training and employment. The coach will work closely with the teachers, counselors, post-secondary institutions, and the community. The specific focuses are toward work-based learning, industrial certifications, and clear pathways for student achievement. The coach will be a primary support element for Career and Technical Student Organizations (CTSO's). The coach will coordinate the STEM (Science, Technology, Engineering and Math) programs for the school system and other programs designed to enrich and prepare students for education and career pathway opportunities. Additionally, the coach will help develop and strengthen the ACT preparations and student preparedness for post-secondary involvement and success. The coach also assists with the state CTE instructional coaching model development for CTE teachers.

This position reports to the CTE Director/9-12 Supervisor

Essential Functions

- Serves as the Work-based learning WBL Coordinator, in conjunction with a team of supervising teachers as outlined by the Work-based Learning Policy and Implement Guide. This includes being responsible for : (1) the recruitment of appropriate work sites, (2) coordination of ongoing communications with workplace mentors, (3) facilitation of instruction that meets the WBL framework requirements and WBL course standards where applicable, and (4) all required documentation related to student work, safety training and job placements.
- Collaborates with teachers, administrators, students, parents, other district personnel, and community organizations for the purpose of implementing and maintaining services and/or programs.
- Coordinates CTE program components of Work Based Learning (WBL) and Science, Technology, Engineering, and Math (STEM), for the purpose of meeting student needs while complying with district and/or program guidelines.
- Assists and participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Provides coaching for the teachers that sponsor the Career and Technical Student Organizations (CTSOs) as advisors and assists with student competition events, meetings and other activities.
- Assists with the ASVAB, KUDER and currently selected career assessment instruments and programs for 7th and 10th grades and others as appropriate.
- Maintains a variety of detailed records in a variety of written and electronic formats for the purpose of meeting program reporting requirements.
- Serves as the System STEM Coordinator maintaining close contact with the STEM center and STEM Mobile programs and providing the latest in STEM concepts and programs for the STEM teachers and schools.
- Prepares a variety of program related reports in both manual and electronic formats (e.g. multiple student data, course offering, student participation, achievement, compliance, etc.) for the purpose of documenting activities, conveying information and ensuring program requirements are met in an effective and timely manner.
- Presents information to District and Community groups (e.g. program offerings, participation levels, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls and promotes involvement and understanding of the career and technical program in a variety of modes including approved electronic media and press releases.
- Researches writes and presents grant information for the purpose of securing the funding needed to meet program needs.

Other Functions

- Performs all other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet the changing job conditions. Specific skill-based competencies required to satisfactorily perform

the functions of the job include: analyzing; effective listening; facilitating meetings; guiding others; instructional techniques; managing projects/programs; monitoring activities; planning problem solving; supervision; and uses of technology.

KNOWLEDGE is required to review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: issues related to career and technical fields; concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; bookkeeping and budgeting practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands; occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 65% sitting, 20% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelor's degree in job related area.

Equivalency None Specified

Requirement
This is a certified position with a normal 200 day contract.

Certificates & Licenses
Teacher License, Counselor and/or Administrator Certification Preferred.
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Approval Date

Salary Grade