

CHURCHILL COUNTY SCHOOL DISTRICT

CAREER AND TECHNICAL EDUCATION COORDINATOR

FSLA: NON-EXEMPT

Created: 08/2016

Last Revised:

DEFINITION:

This position will support the district's capacity implementing high quality CTE programs. The coordinator will lead in the planning, development, implementation and monitoring of programs, regulations, and procedures pertaining to CTE curriculum, initiatives, events and projects as aligned with the Nevada Academic Content Standards. The coordinator will collaborate with school and district administrators, counselors, and teachers to provide expanded learning opportunities for students to develop 21st Century skills which focus on careers that require a significant level of knowledge demonstrated on certifications.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the direction of the high school principal, who will at least annually evaluate the coordinator's performance. Work is reviewed through observations and results achieved.

ESSENTIAL FUNCTIONS:

1. Collaborate in the writing, management, and facilitation of CTE Federal and State applications and grant funding.
2. Identify equipment and supplies for purchase for CTE programs.
3. Prepare state-mandated reports, using data collected from programs as required, and facilitate biennial monitoring visit.
4. Coordinate "Technical Skills Advisory" quarterly committee meetings.
5. Support implementation and curriculum alignment of CTE Programs of Study.
6. Attend CTE Leadership trainings and all CTE department meetings.
7. Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulations.
8. Supervise students in out-of-classroom activities on campus during the assigned working day; participate in the sponsorship of student activities as appropriate to the grade level; attend established traditional school-sponsored activities agreed upon by the building administrator and the faculty.
9. Fulfill the requirements of punctuality, reliability, and responsibility with regard to school level and school district policies, procedures, and regulations.

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10. Coordinate job readiness and aptitude assessments as needed.
11. Promotes a cooperative working relationship with employers of students, public officials, management, labor, and other organizations in the community.
12. Plans and implements a continuous program of public information which is designed to inform business and other persons about the purposes, needs and scope of career, and technical education programs.
13. Engage with local colleges to align CTE programs and certifications.
14. Coordinate with local colleges to provide certificate programs for students.
15. Plan and coordinate employability fair with Western Nevada College.
16. Contact employers within Churchill County to develop opportunities for job sharing, apprenticeships and internships for CCHS students.
17. Supervise student job shadowing, apprenticeships and internships within the community.
18. Work with students in applications for post-secondary training and financial aid opportunities.

The coordinator will support CTE teachers in the following:

1. Identify the difference in needs, abilities, and interests among students.
2. Make provisions for being available to students and parents for education-related purposes during the scheduled workday when required or requested to do so.
3. Plan for and participate in professional improvement activities; take advantage of courses, readings, in-service training, and conferences in his/her area of specialization and competency.
4. Establish and maintain two-way communication with parents, students, and other staff members in an honest, positive, and constructive manner.

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QUALIFICATIONS – *Knowledge, Skills and Abilities: (KSAs are the attribute required to perform a job; generally demonstrated through qualifying experience, educations, or training.)*

Knowledge of:

- Churchill County School District policies and procedures;
- State of Nevada Career & Technical Education Reporting Requirements
- Data Collection within Churchill County School District's software
- Intermediate to advanced computer skills including Microsoft Office and specialized software (i.e. Infinite Campus)
- Knowledge of businesses and industries in Churchill County.

Ability to:

- Work independently in completing assigned tasks
- Deal courteously with the public and obtain the information necessary to assist them
- Research problems and implement solutions
- Handle multiple tasks with shifting priorities
- Work and communicate effectively with all people contacted in the work environment, both orally and in writing
- Understand and carry out moderately complex written and oral instructions.

Experience Preferred:

- Clerical experience
- Managing budgets through the use of a spread sheet
- Managing grants
- Communications with Workforce Readiness Organizations

Education:

BA preferred. A combination of experience and training which provides the knowledge, skills, and abilities to perform the work.

Required Certifications and Licenses:

Must possess and maintain a valid Nevada Driver's License.

Physical and Mental/Intellectual Requirements:

Strength, dexterity and coordination to use keyboard and video display terminal for prolonged periods. Cognitive ability to operate a computer using word processing and databases. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting

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of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The ability to effectively communicate in person, via telephone or by electronic means as appropriate. May lift objects in excess of twenty-five pounds (25) and occasionally lift or move objects weighing fifty pounds (50) or more.

Please see chart below indicating specific physical requirements.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting			X	
Standing		X		
Walking	X			
Bending/Stooping/Squatting/Twisting	X			
Crawling				
Kneeling				
Reaching above the body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladders, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/Gripping	X			
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearing				
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/CRT			X	
Driving a Vehicle				
Working Alone				

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ESSEIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders> 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemicals/Waste >8 Hours Per Day				
Overtime/Irregular Hours				
Senses:				
Eyes				
Visual Demanding Work	X			
Near Vision	X			
Far Vision				
Depth Perception				
Basic Color Discrimination				
Audio Arms				
Ability to Smell				

Working Conditions:

Work is performed under the following conditions:

Position functions primarily within an office. The majority of work will be performed sitting at a computer for prolonged periods of time. Exposure to climate controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposures to noise levels ranging from low to moderate for frequent time periods.

Hazards: Stress, anxiety and office equipment (as related to specific assignment). Minimal risk of exposure to hazardous chemicals or blood borne pathogens.

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Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____