



Job Title: CTE Program Specialist

Department: College and Career Readiness
Reports To: Director, College and Career Readiness
Grade: EG-02
Number of Days: 12 Months
Security Access: ESC
Current Date: May 12, 2015
Overtime Status: Exempt

Position Summary: Implement, manage, and coordinate functions of College and Career Readiness programs and perform other related assigned duties

Minimum Qualifications:

- Bachelor's degree
- CareerTech teaching certification

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Supervise CareerTech teachers to ensure that state and federal guidelines for their programs are met; coordinate development and effective delivery of curriculum for College and Career Readiness Program.
- Provide support in technology purchases and maintenance.
- Support functions of CareerTech student organizations.
- Coordinate College and Career Advisory Council activities.
- Provide professional development for teachers.
- Provide support to new teachers

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Curriculum development.
- Classroom experience.
- Teacher support skills.
- Good communication skills.

Supervisory Responsibility:

- College and Career Readiness Programs

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Office and secondary school sites

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