

## YKSD JOB DESCRIPTION



<b>JOB TITLE:</b> CTE Coordinator	
<b>SUPERVISOR:</b> Director of Teaching & Learning	<b>CLASSIFICATION:</b> CERTIFIED (YKAA)
<b>DAYS/MONTHS:</b> 210 DAYS	

### **GENERAL RESPONSIBILITIES**

To provide vocational training for students leading to skill acquisition through classroom instruction, on-the-job work experience, employability skills and job placement assistance and promote the CTE programs to the region and surrounding area.

### **DUTIES & EXPECTATIONS**

1. Develop new CTE programs per district-wide interest.
2. Revise current CTE courses as applicable (there is usually a 4 year rotation for revising courses).
3. Work with UAF-IAC to develop articulate courses and develop agreements for students to receive tech prep college credit.
4. Work with district counselors and CTE Specialist to ensure junior high students are developing career portfolios.
5. Work with district counselors and the CTE Specialist to ensure all high school students have a developed career plan that is revisited annually.
6. Work with the K-12 students to provide career and post-secondary training and guidance through classroom presentations and one on one counseling.
7. Monitor present course offerings for applicability to future job markets and plan for new courses.
8. Maintain close working relationships with community and state agencies and area businesses, industries and labor organizations in order to provide training consistent with their needs.
9. Recruit the students in Yukon-Koyukuk School District villages for available programs.
10. Advise and assist in obtaining state and federal grants for vocational and technical education programs.
11. Supervise all CTE employees and review all evaluations of personnel in the program.
12. Arrange and direct in-service education for staff.
13. Prepare and administer the CTE budget.
14. Make recommendations for long-term adjustments, changes, additions, and deletions in the vocational program to meet changing job trends and labor market needs.
15. Assist in the recruitment and screening of CTE personnel.
16. Provide quarterly CTE Newsletter.
17. Coordinate and implement CTE related grants.
18. Other duties as assigned

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## **EQUIPMENT USED**

Standard office equipment, including computer, printer, copier, fax machine, telephone system, and video conferencing.

## **INDEPENDENT DECISIONS**

Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

## **PRIMARY WORKING CONTACTS**

Administrators, teachers, counselors, students, and parents.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives oral and/or written instructions from assigned district office administrator(s).  
Responsible for the safety and supervision of students.

## **UNUSUAL WORKING CONDITIONS**

Some evening and weekend work will be required. Travel in small aircraft required.

## **EVALUATION**

Annual written evaluation.

## **PHYSICAL AND MENTAL DEMANDS**

The physical demands include: occasional lifting carrying, pushing and/or pulling; some climbing; some stooping, kneeling, crouching and/or crawling; and significant reaching, handling, speaking, writing, hearing, and fine finger dexterity; frequent standing, walking, and sitting, and lifting up to 40 pounds.

## **QUALIFICATIONS**

**Education:** Bachelor's degree required; Master's degree preferred

**Experience:** Five years or more successful Career and Technical Education or work experience. Minimum of two years of successful experience in administration. Must have experience in supervisory, public relations, budget preparations, fiscal responsibility, business planning, marketing, and leadership skills.