

YKSD JOB DESCRIPTION



JOB TITLE: CTE Administrative / Facilitator	
SUPERVISOR: CTE Director or designee	CLASSIFICATION: Classified
DAYS/MONTHS: Full-time, 12 months	PAY RANGE: K, Starting \$28.00, DOE

***This position is grant funded and contingent upon the funding associated with CTE grants. The anticipated grant end date of June 2027. Although the grant is expected to end on that date, sometimes additional funding can be obtained to extend a grant beyond the end date. If that occurs, your employment under the grant might also be extended. However, you should be aware that your employment as a staff employee of the Yukon Koyukuk School District is considered to be at will and may be terminated by you or the YKSD at any time, regardless of the end date of the grant.*

GENERAL RESPONSIBILITIES

This CTE Administrative/Facilitator will facilitate youth career student training activities; assist with organizing professional development; create and maintain career learning plans for each student; attend advisory committee (AC) meetings and provide input; transportation to and from CTE classes with students; facilitate applied and learning opportunities for students; ensure communication with schools, parents, students, and employers; ensure logistics are carried out.

QUALIFICATIONS

Education: Associates Degree or equivalent job experience required.

Experience: Five or more years' experience in education, business/non-profit operations, career services and/or career development. Experience in public relations, budget preparations, program planning, marketing, and leadership skills desired.

Abilities: Able to travel extensively (to sites and for academies). This position will have training in mentoring and advising, public speaking, and knowledge of workforce or village trends. Individual with cultural training or experience with Alaskan Native Communities preferred.

DUTIES & EXPECTATIONS

1. Provide oversight for students attending in town trainings. Work closely with the CTE team to aid in the development and coordination of all aspects of CTE camps and Short-Term Intensive Trainings (STITs) which may include registering students, staffing, travel, lodging, food, activities, student supervision, instruction, etc.
2. Coordinate student registrations and applications for district wide CTE activities.
3. Reconcile and submit department P-Cards
4. Coordinate social and career activities for students who are in town for training.
5. Create and maintain travel and training schedules for students and staff; arrange travel when required.
6. Create and maintain program budgets as assigned.
7. Create and manage purchase orders; provide oversight for CTE purchases.
8. Ensure program purchases are in compliance with State and Federal regulations.
9. Establish, monitor, and train staff on facilitating a work readiness skills program/curriculum.
10. Provide work readiness & independent living lessons.
11. Assist in providing career related lessons for middle school and high school students in

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development of their career portfolios.

12. Guide students as they explore their interests and abilities to establish their own career path.
13. Collaborate with school counselors and the Special Education Department to ensure student success.
14. Travel to sites to provide CTE related assistance and instruction.
15. Provide applied learning lessons and learning opportunities for students
16. In collaboration with YKSD administration, develop and maintain close relationships with community and state agencies, area businesses, industries, and labor organizations to ensure students are provided with the training they need.
17. Ensure training logistics are carried out at the individual sites.
18. Update and maintain CTE websites.
19. Contribute monthly board reports and quarterly CTE newsletters.
20. Organize staff trainings for CTE in coordination with the Project Director.
21. Prepare various reports and promotional materials. Assist staff with grant projects and reports.
22. Other duties as assigned. Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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.