

District Coordinator – Career Technical Education, Fine Arts and NJROTC

Reports to: Assistant Superintendent of Curriculum, Instruction, Assessments & Grants and Building Principal

Work Year: Twelve-month position

Qualifications:

1. A Master's degree from an accredited college or university and IL Type 75 Certificate.
2. Teacher license in at least one discipline within the division.
3. Administrative or supervisory experience at the secondary school level is preferred.

Responsibilities and Duties– Industrial Education, Business, Family Consumer Science, Art, Special Populations (NJROTC)

Departmental

1. Oversee the maintenance, storage and replacement of all supplies and equipment.
2. Promote the division programs.
3. Act as articulation liaison to Prairie State College and the Career Preparation Network.
4. Oversee the campus technology program and supervise the campus Technology coordinator.
5. Develops public relations programs for career and technical education.
6. Maintains records as required for audit by State of Illinois.

Personnel

1. Responsible for the orientation, in-service education, and professional growth of teachers within the division. Assists in the total school and district professional development efforts.
2. Responsible for the supervision and evaluation of all teachers within the division. Assists in the total school and district professional development efforts.
3. Supervises and evaluates the paraprofessionals and clerical staff assigned to the division.
4. Assists with the development of divisional schedules for classes and teacher assignments.
5. Assists in recruiting and selecting staff members for the division.
6. Orients and supports substitutes assigned to the division and follows up on adequate planning by the regular teacher for the substitutes.
7. Oversees the assignments of any contractual or non-teaching staff assigned to respective division.
8. Assists the Assistant Superintendent for Curriculum and Instruction with the assignment, orientation, and supervision of student teachers in respective division.
9. Assist teachers in improving teaching methods, teaching effectiveness, and personal organization.

10. Member of the building management team and assumes general building administrative responsibilities as assigned.
11. Serves as member of campus Pupil Personnel Services (PPS) Committee.

Curriculum

1. Is informed about new educational ideas, both those specifically applicable to subject areas within the division and those applicable to all subject areas.
2. Leads division curriculum planning for each subject area in the division as integral parts of the overall school curriculum.
3. Provides for evaluation of division program effectiveness in line with established objectives. This effort includes periodical consultation with student and staff.
4. Shares responsibility for evaluation of total school educational program effectiveness.
5. Shares responsibility for planning, implementation and evaluation of school and district improvement initiatives.

Budget

1. Develops the division budget and is responsible for its allocation and disbursement.
2. Leads in the selection of recommendations for the best possible instructional materials and equipment to meet the varied needs of students.
3. Provides a system of inventory and replacement for instructional materials and equipment.

Special Population

1. Coordinates identification of handicapped, disadvantaged and limited-English-proficient students.
2. Coordinates assessment of special population students.
3. Plans support services for special population students.
4. Provides in-service activities for vocational education staff, special education staff, remedial staff, paraprofessionals, tutors, counselors and administrators, etc.
5. Identifies special instructional materials and/or adaptation of existing vocational materials.
6. Acts as liaison among vocational education staff, special education staff, remedial staff and counselors pertaining to the needs of individual students.
7. Collaborates with other agencies providing services to special populations students.
8. Coordinates special placement/transition services for handicapped, disadvantaged and limited-English-proficient students.
9. Performs other duties as assigned by the District Administration.

Other

1. Works with students and parents who have complaints and/or concerns.
2. Other duties as assigned by the Building Principal.