



Instructional Specialist for CTE

Terms of Employment: 12-months

Exemption Status: Exempt

Salary: \$74,045 – \$104,624
EACC A2 Scale Grade: ISPE

GENERAL STATEMENT OF WORK

The Specialist for Career and Technology Education provides leadership, management and assistance in supporting CCPS’s career and technology efforts, including grant management, liaison for state and local efforts, program management, program event planning, staff development, and facilitation of curriculum development.

QUALIFICATIONS

- Master’s Degree in education or related field preferred.
- Experience in working with county, regional, or state professional committees or organizations.
- Knowledge of career and technology education (CTE), either through classroom teaching experience, or through previous direct experience preferred.
- Knowledge of best practices in CTE preferred.
- Evidence of strong technical writing skills, specifically skills in grant writing, preferred.
- Experience with data analysis, collection is preferred.
- Evidence of exemplary organizational and planning skills.
- Evidence of exemplary interpersonal skills.
- Ability to set goals, meet deadlines and work independently.
- Excellent oral and written communication skills.

ESSENTIAL JOB FUNCTIONS

- Supports Coordinator of Career and Technology Education in departmental operations, including grant management, program support, etc.
- Support school based staff with the implementation and management of CTE programs.
- Collect and analyze data to identify program needs, including curricular, staff development and assessment.
- Assist with development and implementation of county in-service and staff development sessions.
- Coordinate special CTE projects that develop, from start to finish with clear timelines and outcomes.
- Other duties as assigned.

DUTIES AND RESPONSIBILITIES

- Works with central office and school-based staff to provide information regarding program needs, current trends, and technical assistance.
- Collaborates as part of an instructional team to support the implementation of Career and Technology Education, including JROTC and Business Education.
- Provides essential staff development support to CTE teachers.

- Coordinates CTE events.
- Coordinates programs with federal, state, and local policies and regulations.
- Serves on committees inside and outside of Instruction and school systems as necessary.

REPORTS TO: Coordinator of Career and Technology

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

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