

CLASSIFICATION DESCRIPTION



TITLE: Career & Technical Education Coordinator (TOSA)

<p><b><u>Title of Immediate Supervisor:</u></b> Director of Secondary Education</p>	<p><b><u>Department:</u></b> Curriculum, Instruction and Assessment</p>	<p><b><u>FLSA Status:</u></b> Exempt</p>
<p><b><u>Accountable For (Job Titles):</u></b> Teacher Support, Technical Tutor, Instructional Assistant</p>		<p><b><u>Pay Grade Assignment:</u></b> Duluth Federation of Teachers - (Qualifies for flexible year scheduling)</p>

<p><b>General Summary or Purpose Of Job:</b></p>
<p>Provides coordination of the District’s Career and Technical Education Programs and staff. Pursues various grant options, including planning, designing, developing and implementing program improvement strategies within the District and through grants.</p>

<p><b>DUTY NO.</b></p>	<p><b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)</p>	<p><b>FRE-QUENCY</b></p>
<p>1.</p>	<p>Planning: Prepares and guides the implementation plan for Career and Technical Education (CTE) Programs. Plans, designs, develops and implements program improvement strategies within the District for CTE, including new initiatives. Coordinates the initiatives with community agencies and organizations. Prepares assessments and approval processes for each course and program offered in CTE. Maintains compliance within program approval processes through staff planning and development. Provides assistance and support services through staff planning and development. Provides assistance and support services to the Director of Secondary Education regarding CTE policies and procedures.</p>	<p>Daily 20%</p>
<p>2.</p>	<p>Budgeting and financial planning: Prepares and establishes site and department budgets, building needs and budgets, monitors expenditures and assists with the annual budget for expenditures and reimbursements for CTE programs, including the state CTE levy. Provides coordination and oversight in finance, equipment, and facilities-related issues. Prepares, recommends and supervises budgets and required reports for all areas of responsibilities, and provides for the maintenance of all necessary records. Researches, plans and develops grants for innovative programs and existing programs and prepares, provides oversight, and requests reimbursements of grants awarded.</p>	<p>Daily 20%</p>

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3.	CTE Coordination: Provides guidance in the maintenance of a positive learning environment for all CTE students, and in the formulation, implementation and evaluation of CTE programs, procedures, rules and regulations. Problem solves for program related areas and uses conflict-resolution skills to troubleshoot.	Daily 10%
4.	Curriculum: Maintains review procedures for all appropriate courses, ensuring relevance in meeting the needs, interests and abilities of students, as well as ensuring compliance with State regulations. Provides guidance and facilitation in program review, assessment, approval processes, research and development. Coordinates the enhancement, expansion or elimination of courses within District-wide CTE programs. Develops course materials for school course catalogs and brochures for distribution to schools. Provide oversight of articulation agreements, as well as the design, development and implementation of industry standards and certification within all courses and programs.	Weekly 10%
5.	Internal Communications & Community Relations: Provides liaison between local, State and federal agencies concerning CTE programs, as well as within the community as a representative for CTE. Fosters a climate of positive school-community relations by providing information to the community about school programs, involving the community and its resources in various programs; develops programs to meet community needs. Provides public and community relations materials, monitors program advisory committees, and provides guidance, placement and follow-up. Serves as the district representative to the regional Perkins grant consortium.	Weekly 20%
6.	Staff Relations: Provides coordination in staff-related areas. Facilitates professional growth programs for CTE staff, including in-service, workshops, institutes and so forth. Provides and promotes staff development activities for CTE staff on a District-wide basis. Monitors and provides guidance in licensure certification areas related to CT education. Provides support in site-based decision-making efforts.	Daily 20%
7.	Performs other duties of a comparable level or type, including oversight of Perkins grant.	As required

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**Minimum Qualifications:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a baccalaureate degree in Education, with three years of experience in Career and Technical Education, or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work. Certification as stated below.

**Certification or Licensing Requirements**\_(prior to job entry):

Career and Technical Education Area teaching license (Required)

**Preferred Qualifications** :

Local Vocation Program Director's license, work based learning endorsement

**Knowledge Requirements:**

Requires knowledge of:

- Planning, designing, development and implementation of Career and Technical Education Programs.
- Educational philosophy, teaching methods and approaches, current research and best practices, strategies, industry standards and certifications.
- Budgetary systems, processes, and relationships to various ledgers.
- Available grants, including Perkins.
- Staff development needs and opportunities for professional growth, supervision and evaluation of programs and staff.
- Community relations and resources in the development of new programs, certifications and standards utilized in grant development and networking.
- Student development needs, learner styles, multicultural issues, gender, special needs students, classroom management techniques, and student discipline issues and policies.
- Educational knowledge for effective change, improvement and community relations.
- Advisory Boards
- Local workforce resources and boards

**Skill Requirements:**

Skilled in:

- Planning and organizing meetings, presentations and the ability to present “best practices” data and research.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.

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- Exceptional written, oral, and listening communications skills.
- Interpersonal skills for interacting with staff, parents, students,
- Excellent ability to listen and communicate effectively across stakeholders, including workforce/industry, postsecondary, community members and diverse populations.
- Collecting and organizing data for reporting purposes; evaluating data and maintaining files; grant development.
- Resource management skills to maintain, allocate, adjust and procure resources.
- Understanding of social, organizational and technological systems; monitoring and correcting system performance; designing and improving systems.

<b>Physical Requirements:</b> Indicate according to the requirements of the essential duties/responsibilities				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasiona lly</b>	<b>34-66% Frequentl y</b>	<b>66-100% Continuously</b>
Stand		√		
Walk			√	
Sit		√		
Use hands dexterously (use fingers to handle, feel)	√			
Reach with hands and arms	√			
Climb or balance	√			
Stoop/kneel/crouch or crawl	√			
Talk and hear				√
Taste and smell	√			
<b>Lift &amp; Carry:</b> Up to 10 lbs.		√		
Up to 25 lbs.	√			
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
<b>General Environmental Conditions:</b>				
Occasionally, work is performed near moving mechanical parts, in fumes or airborne particles, near toxic or caustic chemicals, in outdoor weather conditions, around explosive materials, such as gasoline and shop chemicals, and where there is a risk of electrical shock when involved in observations or evaluations.				
The typical noise level is considered to be moderate.				

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**General Physical Conditions:**

Work can be generally characterized as:

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

<b>Vision Requirements:</b> Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

**Job Classification History:**

Revised 7/12/2019

Revised 6/9/2026