



## Para-Professional – Job Description

**Job Title:** CTE Technician

**Pay Grade:** SA 07

Min \$33,358/Mid \$41,692/Max \$50,027

**Position subject to availability of Federal Funds**

**Reports To:** Executive Director of CCMR,  
Advanced Academics & School of Inn.

**FLSA Status:** Non-Exempt

**Dept./School:** CCMR Department

**Minimum Duty Days:** 226 days

### Primary Purpose:

The CTE Support Technician plays a vital role in advancing student success and departmental excellence within the Career and Technical Education (CTE) program. This position ensures compliance with state and federal regulations (Perkins V), manages student credentialing data, supports industry-based certification (IBC) tracking, and provides essential coordination of resources, materials, and reporting.

### Minimum Requirements:

- High school diploma or GED.
- Three years of experience in data management, reporting systems, or program accountability.

### Preferred Requirements:

- Associate degree preferred.
- Experience with industry-based certifications highly desirable.

### Special Knowledge/Skills:

- Proficiency in student data platforms, spreadsheets, and reporting software.
- Strong organizational skills with attention to accuracy and detail.
- Effective communication skills to collaborate with teachers, administrators, students, and external partners.
- Ability to generate, analyze, and export reports for state and local accountability purposes.
- Skilled in maintaining digital and physical files with confidentiality and precision.
- Problem-solving mindset with the ability to prioritize multiple projects in a fast-paced environment.

### Major Responsibilities and Duties:

#### Records & Reporting

1. Compile and submit accurate data for state, federal, and district reporting requirements.
2. Maintain departmental files, ensuring certification and accountability records are current and error-free.
3. Track student progress toward IBCs, Level I/II certificates, and other program credentials.

#### Compliance & Accountability

1. Ensure accurate coding of student and program data for CTE compliance and accountability.
2. Assist with monitoring progress toward Perkins grant goals and reporting requirements.
3. Support department staff with audits, evaluations, and accountability documentation.

**Program & Resource Support**

1. Assist teachers in securing instructional resources and equipment needed for program implementation.
2. Coordinate certification testing opportunities and support processes for student participation.
3. Provide administrative assistance for purchase orders, inventory tracking, and departmental logistics.

**Administrative & Communication Support**

1. Manage departmental communications including calls, correspondence, and document distribution.
2. Maintain a log of completed tasks and ensure timely follow-up on assigned duties.
3. Provide customer service to staff, students, and partners in a professional and helpful manner.

**Supervisory Responsibility:**

N/A

**Equipment used:**

Computer, student data systems, spreadsheets, reporting software, scanner, printer.

**Mental Demands/Physical Demands/Environmental Factors:**

- Maintain emotional control under stress; manage frequent interruptions.
- Prolonged sitting, standing, and walking; moderate lifting and carrying.
- District-wide travel as required.
- Occasionally irregular or extended work hours.

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*The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

*I hereby acknowledge that I have received a copy of my job description and understand its content.*

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**Employee Name (print)**

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**Employee Signature**

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**Date**