Region 10 CTE Planning Partnership

Job Title: CTE Program Approval Committee for Grant Wood AEA
Reports to: RPP Executive Team (Grant Wood AEA RPP Manager)
Classification: 24 Day Resource Agreement

Job Goal:
A four member Program Approval Committee will review career and technical education programs of school districts within the region based on standards for program approval from Chapter 46.6 including but not limited to: data collection and analysis, program goals and objectives, program competencies, student assessments, educational resources, advisory council connections and partnerships, and access for students. This committee will then make recommendations to the Region 10 CTE Planning Partnership regarding a district’s career and technical education programs approval status.

The goal of this team will be to provide service area expertise in the four primary CTE service areas:
- Agriculture, Food and Natural Resources
- Business, Finance, Marketing, and Management
- Human Services
- Applied Sciences, Technology, Engineering and Manufacturing

The need for a content expert in Arts, Communications, and Information Systems will be evaluated during the review process
- Health Sciences for Region 10 is currently served by Kirkwood Community College

General Job Summary:
- Provide supports outlined by the RPP Executive Team
- Work collaboratively as a 4 member committee
- Prep for program approval site visits
- Co-facilitate program approval site visits
- Support CTE educators with the completion of the program self-assessment tool
- Support all district-offered CTE programs during a site visit
- Support CTE programs with the development of an action plan to help advance and modernize programs
- Provide follow up support (quarterly-monthly via face to face, Zoom, conference call, etc) with district designated CTE stakeholders to progress monitor action plans
- Make recommendations to the RPP regarding the approval status of each district’s CTE programs
- Conduct this process with approximately 8 districts per year
- Provide additional targeted support during the 5-year of our cycle for districts who still have non-approved CTE programs
**General Physical Activities With or Without Reasonable Accommodations:**

Position involves working in an office setting. Occasional (10-33%) standing, pushing, pulling and grasping. Frequent (34-66%) reaching and viewing a computer and other types of close visual work. Constant (67-100%) sitting, walking, repetitive motion, talking and hearing.

The statements contained herein reflect general details as necessary to describe the essential job duties/responsibilities and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

**Minimum Qualifications for Education and Experience:**

Bachelor’s degree in a relevant area of study

Three years of teaching experience in a CTE Service Area or supervising a CTE Service Area

**Licenses or Certifications Required:**

A previously or currently held:

License:  Standard or Master Educator License

Endorsements:  CTE Service Areas

Or

License:  Professional Administrator License

Endorsements:  PK-12 Principal and Evaluator (New)

**Compensation:**

Committee members will be funded through a resource agreement

Term of resource agreement:  1 year

3 days of support per district

- 1 day on site and 2 days for pre work and targeted follow up

8 districts per year will be supported

24 total days per committee member per year

$300 per diem rate

24 days per year x $300 per diem rate= $7,200 maximum compensation per committee member

Mileage reimbursement at the State rate of $0.36 per mile.

Staff member will be responsible for logging their miles