DISTRICT COORDINATOR FOR CAREER AND TECHNICAL EDUCATION JOB DESCRIPTION

TITLE DISTRICT COORDINATOR FOR CAREER AND TECHNICAL EDUCATION (CTE)

REPORTS TO The Director of Curriculum and Instruction

QUALIFICATIONS 1. Current Illinois Professional Educator License with a General Administrative, Principal or Superintendent Endorsement
2. Minimum of five years high school teaching experience in the field
3. Master's Degree
4. Effective written and oral communication skills
5. Ability to work as a member of an administrative team
6. Excellent organizational and time-management skills
7. Ability to supervise and manage long-term projects and assignments
8. Exhibit high degree of professionalism in dealing with staff and students
9. Previous administrative or other leadership experience preferred
10. Ability to manage a budget and oversee grants

REQUIREMENT The District Coordinator for Career and Technical Education must be licensed by the Illinois State Board of Education to conduct teacher evaluations before the start of each school year

COMPENSATION TBD (Based on D 205’s compensation package and structure)

NATURE OF POSITION The District Coordinator of Career and Technical Education will spend at least 75% of his/her time on the job performing managerial or supervisory functions, including but not limited to, conducting teacher evaluations, program evaluations, developing and managing the District CTE budget/grant and representing administration during meetings with teachers and staff, committee work and other school-related functions. The District Coordinator of CTE will also take a lead role in monitoring Dual Credit course initiatives.

GENERAL JOB RESPONSIBILITIES

A. Personnel Matters

1. Conducts summative performance evaluations, including all required observations, for all teachers as assigned
2. Coordinates and supports the Division leader with procedures for the opening and closing of the school year
3. Conducts a minimum of fifteen (15) program “drop-ins” per week, which includes and maintains accurate records of such “drop-ins”

B. Curriculum and Instruction

1. Maintains awareness about research trends in curriculum and instruction, and disseminates information to staff
2. Develops CTE goals and objectives which align with the goals and objectives of the School and District Improvement plans
3. Assists in the selection of textbooks, instructional materials, and technology, to be used in CTE
4. Encourages accepted educational methodology, curriculum innovation, and creativity within the CTE program
5. Works with District and building administration to improve the total curriculum within the CTE area
6. Assists with the development and supervises the implementation of district wide course assessment initiatives
7. Assists in the articulation of CTE programs with District’s feeder schools
8. Meets with District leadership as necessary
9. Represents CTE and/or District at local, state, and national conferences upon approval of Superintendent
10. Provides in-service activities for vocational education staff

C. Budget
1. Recommends resource allocation consistent with the instructional objectives of the school and district
2. Coordinates receipt, verification, and distribution of all CTE purchases
3. Develops and maintains an up-to-date inventory of all CTE instructional materials, equipment, and supplies
4. Maintains records as required by the State of Illinois
5. Manages all aspects of the CTE and Perkins grants

D. General Responsibilities
1. Maintains accurate reports and data related to CTE
2. Assists in the promotion of a positive school image towards school and district programs
3. Works to encourage and maintain a positive district climate
4. Promotes a student-centered academic focus
5. Provides for the supply and material needs of the teachers and students within CTE
6. Provides overall accountability for staff and students within CTE
7. Develops public relations programs for CTE
8. Coordinates with the Director of Curriculum and Instruction, Division Leaders and the Director of College and Careers to support CTE and District initiatives
9. Supports the project management of key District initiatives and programs
10. Other duties as assigned by District Office