

United Independent School District

Department of Human Resources

INSTRUCTIONAL COORDINATOR - CAREER AND TECHNICAL EDUCATION

Instruction Department

Primary Purpose:

Achieve and maintain standards of excellence for all students in the content area by working with the CTE Director and Campus Principals in all aspects of the Career and Technical Education Program.

Educational Qualifications:

- Master's degree
- Texas Teaching Certificate
- Career and Technical Education Certification
- A minimum of five (5) years experience as a teacher
- Career and Technical Education/Postsecondary Program Knowledge preferred
Career Clusters and TEA CTE Programs of Study
Industry-Based Certifications and related programs

Major Responsibilities and Duties:

1. Collaborates with principals in administering all aspects of the secondary Career and Technical Education (CTE) Program.
2. Encourages and supports the implementation of effective instructional strategies by visiting classroom teachers to observe.
3. Collaborates with Career and Technical Education teachers.
4. Plans, develops and implements the Teacher Incentive Allotment for CTE teachers.
5. Attends appropriate professional development activities and up-date training sessions in effective instructional practices.
6. Assists in planning and coordinating appropriate staff development and training sessions based on needs assessment.
7. Oversee and implement the alignment of Industry-Based Certifications with Programs of Study.
8. Ensures accurate CTE PEIMS submissions including Industry-Based Certifications, IBC reimbursement, CTE contact hours
9. Stay current and implement initiatives with TEA accountability standards related to Career and Technical Education(CTE) and College, Career, and Military Readiness (CCMR).
10. Ensures accurate Early College PEIMS submissions including dual credit courses, associate degree graduates and ECHS/P-TECH indicators.
11. Serve as the liaison between UISD and Laredo College for the designing, planning, implementing and monitoring of HB5 workforce dual credit programs and the CCRSM Programs (Early College).
12. Create and maintain manuals and procedures for district Early College and CTE Programs.
13. Coordinate meetings with Early College leadership teams.
14. Assist CTE Director with CLNA and Perkins Grant writing and implementation.
15. Provides district-wide direction for yearly Career and Technical Education assessments/evaluations.
16. Plans and coordinates educational strategies with campus Administrators, teachers and instructional support staff as needed.
17. Works in close coordination with the Executive Director of CCMR and Enrichment, Director of CTE, campus Principals, and teachers in the implementation of the state-mandated and enrichment curriculum and district Academic Standards.
18. Facilitates classroom instruction and informally evaluates teaching performance in the CTE program area.
19. Plans, organizes, and presides over instructional meetings for assigned content area.
20. Coordinates departmental curricular revision, rewriting, and course distribution.
21. Provides leadership and expertise in the development of instructional activities to meet diverse student needs.

Instructional Coordinator-Career and Technical Education (continued)

22. Assists in the revision and coordination of existing technology in the teaching /learning process of children.
23. Provide assistance in the fostering of professional growth of individuals working with children.
24. Establishes and maintains a climate that demonstrates respect and dignity for all people for United Independent School District and for all areas for which this individual is responsible.
25. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
26. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
27. Assist in maintaining a safe and healthy work environment.

Distance Learning and Virtual Instruction Duties and Responsibilities

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

28. Usage of personal equipment, including but not limited to personal cellular phone, personal computer, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
29. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

Working Conditions:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data, coordinate district functions, maintain emotional control under stress. Some bending, lifting and stooping while performing job related functions. Occasional district and statewide travel. Occasional prolonged and irregular hours.

Distance Learning Working Conditions:

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

Ability to communicate effectively (verbal and written); maintain emotional control under stress. Occasional prolonged and irregular hours. Some bending, lifting, and stooping while performing job related functions.

Terms of Employment:

Wage / Hour Status:	Exempt
Minimum Salary:	\$74,368
Pay Grade:	5
Minimum Work Days:	226
Months:	12

Date Last Revised: 08/25

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 skill that may be required.