

# United Independent School District

## Department of Human Resources

### CTE COMPLIANCE AND DATA SPECIALIST Career & Technical Education Department

**Primary Purpose:**

Work with the CTE Director and Campus Principals in all aspects of the Career and Technical Education Program.

***Funded by Title I, Part C - Carl D. Perkins CTE Grant, with the primary purpose of supporting grant activities aimed at improving academic achievement in Career and Technical Education.***

**Educational Qualifications:**

- Bachelor's degree required
- A minimum of five (5) years of experience with PEIMS preferred
- Career and Technical Education Knowledge preferred  
Career Clusters and TEA CTE Programs of Study  
Industry Based Certifications and related programs

**Major Responsibilities and Duties:**

1. Analyzes performance data related to Perkins accountability indicators, including Program of Study completer rates, graduation rates, credential attainment, work-based learning etc.)
2. Ensures data accuracy and reliability for Perkins compliance across various district platforms, including Skyward, Edutings, Career Craft etc.
3. Creates dashboards, summaries, and reports to guide CTE program planning and resource allocation.
4. Evaluates alignment of CTE Programs of Study with labor market trends and postsecondary pathways.
5. Provides data-informed recommendations for improving access and equity for special populations and underrepresented students in CTE.
6. Collaborates with instructional leaders and industry partners to assess curriculum and credential alignment with workforce needs.
7. Assists with the development of new Programs of Study in emerging or high-demand sectors.
8. Contributes to the development and implementation of the Local Perkins Application and Comprehensive Local Needs Assessment (CLNA).
9. Supports federal and state compliance reporting related to Perkins V funding.
10. Assists with all aspects of Career & Technical Education programs and accountability.
11. Assists with all aspects of College Career and Military Readiness.
12. Attends appropriate professional development activities and updates training sessions in effective instructional practices.
13. Collaborates in the development and presentation of training sessions for CTE teachers.
14. Provides district-wide direction for yearly Career and Technical Education assessments/evaluations.
15. Establishes and maintains a climate that demonstrates respect and dignity for all people in the United Independent School District and for all areas for which this individual is responsible.
16. Performs any other duties as assigned by the Director.

**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.

17. 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.

**Specialist, CTE Compliance and Data (continued)**

18. Perform other tasks and assume other responsibilities as may be assigned by the 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, and 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 the home or a location other than the school building

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

**Terms of Employment:**

Wage / Hour Status: Exempt

Minimum Salary: \$59,212

Pay Grade: 2

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 skills that may be required.*