



Title:	CTE Coordinator
Reports to:	CTE Director
Terms of Employment:	10 Months
Salary:	NC State Salary Schedule

CTE Coordinator's Essential Responsibilities

Summary of Responsibilities:

Develop, facilitate, and coordinate secondary Career and Technical Education programs to support career clusters, pathways and programs of study with the integration of academics. The CTE Coordinator serves as liaison as part of Curriculum and Instruction for secondary and post-secondary institutions. As such, the CTE Coordinator provides leadership and assists with the North Carolina Career and College Promise Initiative as well as the North Carolina Community College Articulation Agreement. As a member of both the Department of Curriculum and Instruction, the CTE Coordinator must have vision, independent judgment, strategic planning, and global thinking to provide program direction for Career and Technical Education for secondary schools. The CTE Coordinator must have strong human relation skills as well as analytical skills, independent thinking, considerable judgment, and the ability to assess situations and make sound decisions. The CTE Coordinator must have a solid understanding of CTE, economic trends, and policies, and be able to quickly analyze the impact of decisions on district, student, school, community and state.

Essential Functions and Responsibilities:

1. Support, facilitate and coordinate secondary Career and Technical Education programs which includes an emphasis on the career clusters/pathways, programs of study and academic integration.
2. Serve and actively participate as the CTE liaison on a variety of District and State committees as an educational leader and voice for SCS secondary CTE, postsecondary and workforce readiness.
3. Support Career and Technical Education programs through planning and implementation processes, which includes but are not limited to career pathways, programs of study, program approvals and plans of study.
4. Provide professional development to the school personnel on career development programs as it relates to college and career readiness.
5. Provide and coordinate activities for students to develop employability skills to include but not limited to career development programs such as Futures for Kids/Career Cruising and WIN Career Readiness Courseware.
6. Anticipate and implement the state and federal CTE program guidelines as mandated by SCS in conjunction with the Director of CTE/District leadership team, principals, and teachers to ensure program compliance.
7. Coordinates and communicates program objectives and community partnership with Career and Technical Education Advisory Committees and related committees which are comprised of community, postsecondary, and business representatives.
8. Work in conjunction with the Director of CTE to prepare and submit all necessary CTE reports to improve program quality and CTE enrollments.
9. Responsible for the coordination and administration of High School and Middle Grades Postassessments.
10. Responsible for the coordination and administration of the WorkKeys Assessment as required by NCDPI for Scotland County Schools.
11. Assist with compiling, analyzing, and reporting data on an annual basis regarding CTE Postassessments, College and Career Promise, Articulation, WorkKeys, Credentialing and Certifications.

12. Fulfill all other duties as assigned by the building level principal or the Director of Career and Technical Education.