



**POSITION DESCRIPTION**

<b>JOB TITLE: Coordinator, Career and Technical Education (CTE)</b> Job Class: 0115	
<b>DATE</b>	Chief Academic Office  Career and Technical Education
<b>BARGAINING UNIT: ASC</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Provides assistance, leadership and support to district staff, local school staff and community members to ensure quality options for students in career and technical education fields: business education, family and consumer education, marketing education, trade and technical education. Plans, coordinates, advocates for and assists in the development and direction of career and technical education in the areas of Agriculture Education, Business Education, Family and Consumer Education, Marketing Education, and Trade and Technical Education based on current research, federal and state requirements and best practices.	

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Works with Career and Technical Education (CTE) staff and local school staff to develop, evaluate and strengthen CTE programs and options.
2. Assists in the successful operation and coordination of the Federal Carl Perkin's and state Department of Workforce Development funded programs. Gathers, analyzes and disseminates data related to career and technical education, including local, state and national labor market information.
3. Collaborates with business leaders and community members to improve/maintain CTE programs for Milwaukee Public Schools (MPS) students. Creates and sustains vehicles for the involvement of business and post secondary partners with CTE programs.
4. Identifies and develops new program opportunities to strengthen CTE in schools. Works to strengthen career exploration activities at the middle school age level.
5. Develops and manages budgets and grants and assists schools in accessing funding for CTE programs.
6. Promotes comprehensive programs in CTE which include co-curricular career and technical student organizations (CTSO's) related to each of the covered disciplines. Works with staff to integrate academic, CTE and work based learning opportunities.

7. Monitors the day to day operations of programs to ensure compliance with Federal, State, local and MPS regulations.
8. Works with staff to ensure delivery of services and instruction to exceptional education students in CTE programs. Works with CTE and local school staff to assure that career education opportunities are available for all students.
9. Attends conferences, serves on committees and attends meetings related to CTE.
10. Provides leadership in the development and/or promotion of postsecondary options for students, including articulation agreements, Tech Prep, Youth Options, and nontraditional opportunities.
11. Coordinates with central service staff and local school staff to provide in-service opportunities for CTE teachers, administrators, and other instructional staff members. Conducts meetings with local school staff for program development and implementation.
12. Assists in the recruitment and development of new CTE teachers.
13. Works with CTE staff to submit recommendations to the Board of School Directors and administration as to the requirements needed to develop and maintain CTE programs that reflect the needs of the community. Implements recommended School Board policies.
14. Responds to and resolves issues of concern or requests for information from principals, teachers, parents, central service administrators, business entities, industry representatives, community associations, school councils, school board members, Department of Public Instruction, other state agencies or other interested groups or organizations in relationship to CTE programs.
15. Actively supports the MPS Strategic Plan.
16. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Chief Academic Officer.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Directly oversees three staff members; facilitates activities for all of the CTE teachers within MPS.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Position requires a master's degree in educational leadership or a related field and Wisconsin State certification as a Director of Instruction (#10).

**Experience Requirements**

Five years of successful teaching experience as a fully-licensed educator OR previous experience working in industry with the ability to obtain an administrator's license in the state of Wisconsin.

**Knowledge, Skills, and Abilities**

Effective oral and written communication skills are essential. Demonstrated leadership in career or technical education field and extensive knowledge of the field is required. Demonstrated understanding of the roles and responsibilities of working in a profit-making business environment: through externships, work experience, volunteer experiences, etc. Demonstrated ability to lead, direct and coordinate diverse

projects. Must be able to work with diverse groups from within the district as well as community representatives. Demonstrated commitment to equity and multiculturalism is necessary. Proficient technology skills to include MS Office software and various database applications.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment; occasional travel within the city.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**