

MILWAUKEE PUBLIC SCHOOLS
DEPARTMENT OF HUMAN RESOURCES

PROFESSIONAL POSITION
DEPARTMENT OF HUMAN RESOURCES, 5225 WEST VLIET STREET , P. O. BOX 2181, MILWAUKEE, WI 53201

Coordinator, Career and Technical Education (CTE)

BASIC FUNCTION:

- Provide assistance, leadership, and support to district staff, local school staff, and community members to assure quality options for students in career and technical education fields (business education, family and consumer education, marketing education, trade and technical education).
- Plan, coordinate, advocate for and assist 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

MAJOR DUTIES AND RESPONSIBILITIES:

- Work with CTE staff and local school staff to develop, evaluate and strengthen CTE programs and options.
- Assist in the successful operation and coordination of Federal Carl Perkin's and state Department of Workforce Development funded programs.
- Gather, analyze and disseminate data related to career and technical education, including local, state and national labor market information.
- Work with business leaders and community members to improve/maintain CTE programs for MPS students.
- Create and sustain vehicles for the involvement of business and post secondary partners with MPS CTE programs.
- Identify and develop new program opportunities to strengthen CTE in schools.
- Work to strengthen career exploration activities at the middle school age level.
- Developing and manage budgets and grants.
- Assist schools in accessing funding for CTE programs.
- Promote comprehensive programs in CTE which include co-curricular career and technical student organizations (CTSO's) related to each of the disciplines.
- Work with staff to integrate academic, CTE, and work based learning opportunities.
- Monitor the day to day operations of programs to ensure compliance with Federal, State, and MPS regulations.
- Work with staff to ensure delivery of services and instruction to exceptional education students in CTE programs.
- Work with CTE and local school staff to assure that career education opportunities are available for all students.
- Conduct meetings with local school staff for program development and implementation.
- Attend conferences, serve on committees, and attend meetings related to CTE.
- Provide leadership in the development and/or promotion of postsecondary options for students, including articulation agreements, Tech Prep, Youth Options, and nontraditional opportunities.
- Work with central service staff and local school staff to provide in-service opportunities for CTE teachers, administrators, and other instructional staff members.
- Assist in the recruitment and development of new CTE teachers.
- Work 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.
- Implement School Board policies.
- Respond to and resolve 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.
- Complete other duties as assigned.

QUALIFICATIONS:

- Master's degree from an accredited institution
- Demonstrated oral and written communication skills.

- Demonstrated leadership in career or technical education field.
- 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.
- Demonstrated commitment to equity and multiculturalism.
- Proficient technology skills.