

**JOB DESCRIPTION
FOR
COORDINATOR (CAREER AND TECHNICAL EDUCATION)**

(Functionally Comparable to Principal)

Curriculum Development

- Plan, in conjunction with the Director of Career/Technical Education (hereinafter sometimes referred to as “the Director”), curricular needs based on quantitative and qualitative review of all programs within the scope of supervision.
- Lead staff in review of pertinent data in an effort to target areas for program improvement. Utilize data inclusive of, but not limited to, the following:
 - NOCTI scores
 - Retention rates
 - Graduation rates
 - Attendance data
 - Curriculum audits
 - Course averages
 - Passing rate
 - Discipline data
 - Enrollment data
 - Program approved guidelines
- Lead staff through new program approval and re-approval in a timely manner in accordance with SED regulations and time lines.

Instructional Supervision

- Advise and consult with the Director regarding anticipated program modification, the expansion/contraction of existing programs, and development of new programs.
- Collaborate with other CTE administrators to ensure program consistency throughout the organization.
- Assist in instructional supervision as assigned by the Director.
- Supervise student program enrollment under the direction of the Director.
- Develop and implement a sophomore orientation program with local school districts.
- Participate in evaluation.
- Be visible in the building and invest time visiting classrooms on a regular basis.

Faculty and Staff Supervision

- Observe tenured and non-tenured teachers as assigned, and carry on staff evaluation process per established policy and contractual obligations.
- Participate in the process of recommending staff members for retention or dismissal.
- Promptly communicate with the Director and the Director of Labor Relations regarding staff issues that may require formal correspondence, disciplinary action, or other action.
- Manage, as directed, recruitment processes for instructional and non-instructional staff.
- Recruit qualified substitutes for career and technical education (CTE) staff and update approved list when needed, consistent with substitute calling and assignment procedures.
- Ensure that accidents are promptly reported and appropriate incident reports are forwarded to the Director of Facilities.

Faculty and Staff In-service

- Plan and lead the development and implementation of in-service programs for faculty and staff accordance with assessed needs, and in alignment with organizational goals.

Discipline and Building Control

- Schedule students in a manner to maximize support services and efficient building management.
- Supervise attendance and discipline functions within the Center.
- Schedule and coordinate all student activities supportive of the instructional process.
- Supervise and coordinate the use of facilities by outside agencies.
- Supervise all fire and safety programs within the Center. Work collaboratively with assigned Safety Risk staff.
- Supervise and coordinate the use of vending machines and the school store (if applicable).

- Consult and collaborate with the Director of Career/Technical Education and the Director of Facilities to address physical plant, health, and safety issues.

Community and District-Wide Interaction

- Assist in the following:
 - Supervise and participate in an effective communication process with local school administrators.
 - Interpret CTE philosophy and prerequisites to local school district administrative staff.
 - Communicate CTE center program to the community at large.
 - Develop and maintain relationships with community and business partners.
 - Keep central office informed on pertinent issues occurring within the administrator's supervisory area.
 - Become engaged in the district-wide Strategic Planning process.
- Collaborate with the Recruitment Coordinator to develop/implement comprehensive recruitment strategy.
 - Communicate with component district administrators and counselors regarding process for recruitment, application, and acceptance into CTE programs.

Business and Budget Management

- Supervise the disbursement and receiving of funds for the student activities account.
- Supervise the disbursement and receiving of funds for the classroom reimbursable supplies account.
- Ensure staff adherence to timely purchasing and that appropriate purchasing regulations are adhered to.
- Annually develop a three-year needs assessment for the purchasing of equipment and other program needs.

Other Responsibilities

- Supervise SkillsUSA activities.
- Supervise educational programs at various sites as assigned.

- Supervise special education programming as assigned.
- Supervise summer school program(s) as assigned.
- Perform other duties and responsibilities as assigned by the District Superintendent or the Director.

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