
BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action x _____

Item: Request for Personnel - CTE Consultant

Submitted by: Cary Stamas, Director

Date: 7/17/23

Recommended by: Sue Gardner

Board Meeting Date: 7/24/23

RECOMMENDATION:

Create a consulting position in the Career Readiness Department focused on the development, support, and improvement of local district state-approved CTE programs.

BACKGROUND:

Previously, local district CTE programs were supported by Sue Gardner in her original position at Kent ISD. When she transitioned to Asst. Supt., this work was supported by the CTE Curriculum Coordinators. These bargaining unit positions were reinstated in the 21-22 school year and, traditionally, supported only KCTC programming with core curriculum. With the addition of the KCTC Curriculum administration position, these positions will once again focus on KCTC programming. This leaves our LEA programming in need of consultative support.

POSITION DESCRIPTION

Title:	Career Tech Education Consultant
Classification:	Non-Union Professional Grade 7
Reports To and Evaluated By:	Director of Career Readiness & CTE Director (CEPD 32)
Terms of Employment:	200-day non-union professional Grade 7 position subject to all rules and regulations covering Professional personnel.

BROAD STATEMENT OF RESPONSIBILITIES:

In collaboration with the Career Readiness Director & CTE Director (CEPD 32), the Career Tech Education Consultant will work with Kent County school districts and PSAs, businesses, and community organizations to develop, support, and improve State-Approved Career Tech Ed programming, pre-CTE programming, and provide an ongoing link between the CTE Director (CEPD 32) and local CTE programs.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Act as liaison with local districts and coordinate the systematic implementation of the requirements of State-Approved CTE programming in collaboration with district staff.
2. Work with teachers, school staff, and administrators to support the annual updates and improvements coordinated with communication from the Office of Career & Tech Ed (OCTE).
3. Develop and deliver content that supports the transitions required due to annual updates in CTEIS reporting to inform districts and update their practice.
4. Work with teachers, school staff, and administrators to communicate and market CTE opportunities.
5. Develop and execute professional development programs related to Career and Technical Education on a local, district, or regional basis, based on county or district needs.
6. Consult and collaborate with personnel of other departments on educational projects to promote the inclusion of learning goals with CTE programming.
7. Collect and share data on CTE activities in Kent County.
8. Collect and develop resources to support the CTE programming and the CIP Self-Review process for local programs.

9. Represent Kent ISD at workshops, conferences, and meetings to remain current in the OCTE policy, gather information about available programs/services, and to network around best practices related to CTE.
10. Help raise awareness and promote enrollment of students in state-approved CTE programs across the county.
11. Markets services to local schools, teachers and community members.
12. Other duties as assigned by the Director of Career Readiness and CTE.

JOB QUALIFICATIONS:

1. Bachelor's degree from an accredited college/university with emphasis on curriculum development, instruction, instructional leadership, career technical education, career development, or program evaluation. Master's degree in an aligned area or credential in career development preferred.
2. A valid Michigan teaching certificate required with a minimum of 3 years combined teaching and/or educational consulting experience in CTE field.
3. Demonstrate abilities to represent Kent ISD in a responsible and effective manner.
4. Excellent communication skills.
5. Demonstrate leadership, initiative, resourcefulness, and flexibility in program development to meet the needs of stakeholders.
6. Reliable, predicable attendance, essential.
7. Proficiency in Microsoft Office Suite, social media, and database management.
8. Demonstrates a strong commitment to equity, social justice and inclusion in all practices and position responsibilities. Demonstrates the ability to examine the impact of education inequities in student achievement outcomes as it aligns with race, ethnicity, and socio-economic status.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.