
BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action x

Item: CTE Reporting and Compliance Specialist

Submitted by: Cary Stamas

Date: 10/4/2023

Recommended by: Sue Gardner

Board Meeting Date: Oct 2023

RECOMMENDATION:

Create a Reporting and Compliance Specialist position in the Career Readiness Department focused on the development, support, and improvement of overall and, specifically, reporting processes and accuracy of Kent ISD and local district state-approved CTE programs.

BACKGROUND:

The CTE Reporting Coordinator position has always been an important role for the CTE needs for KCTC and Kent ISD. The accuracy of CTEIS reporting of the enrollments within the Tech Center is crucial for students to gain the full benefit of CTE Completer Status and earn MMC flexibility, articulated credits, and embedded credits towards graduation. It is also a key component to ensuring CTE funding is maximized with accurate and longitudinal analysis of reporting patterns for Kent ISD and LEAs. Additionally, the growth of reporting needs and outreach to LEA CTE programming in the past four years has demonstrated the dramatic need for support at the local level for technical assistance as regulations change and staffing transitions occur. This proposal is intended to accomplish several things:

- Increase the support provided to LEA staff working in CTE programming to provide greater accuracy and improved outcomes in reporting, benefiting students and funding
- Expand the role of the position to include outreach, PD, and support within multiple CIP Self-Review areas for LEA staff
- Retain expertise and continuity by reducing the rate of turnover for the position by increasing the level of personal engagement and compensation

POSITION DESCRIPTION

Title:	Career Tech Education Reporting and Compliance Specialist
Classification:	Classified – Level VI
Reports To and Evaluated By:	Director of Career Readiness & CTE Director (CEPD 32)
Terms of Employment:	215-day position subject to all rules and regulations covering classified personnel. (7.5 hours per day/35 hours per week).

BROAD STATEMENT OF RESPONSIBILITIES:

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

Additionally, the CTE Specialist is responsible for supporting all aspects of CTE reporting for Kent ISD State-Approved CTE programs and supporting LEA staff with technical assistance for CTE reporting, coordination of the CTE certification process for Annual Career Authorizations, provide support for Work-based learning and Student Leadership Opportunities implementation and reporting, and the verification of articulation agreement process, provide technical assistance/professional development to staff.

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 and school staff 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 local reporters and update their practice.
4. Establishes and maintains up to date knowledge of process and procedures for reporting for CTE programming including CTEIS, GEMS, MEGS, Navigator, and PowerSchool systems.
5. Coordinates and performs duties required for reporting KCTC CTE data and in compliance with state requirements for CTE programs.
6. Verifies accurate reporting of LEA CTE data in compliance with all state requirements for CTE programs, providing technical support and assistance, as needed.

7. Present professional development programs related to Career and Technical Education on a local, district, or regional basis, based on county or district needs.
8. Collect and share data on CTE activities in Kent County.
9. Collect and develop resources to support the CTE programming and the CIP Self-Review process for local programs.
10. Assist in 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.
11. Ensure that instructional staff and CTE Specialists maintain Annual Career Authorizations and/or substitute certifications.
12. Responds to inquiries about compliance and reporting requirements, and provides assistance in a courteous and professional manner.
13. Prepares accurate correspondence (e.g., records, reports, letters, etc.) as related to reporting and compliance functions, makes copies, and files documents as required by policy/law and as requested by administration.
14. Prepares reports, extracts data, organizes data, and formats data for a variety of purposes
15. Other duties as assigned by the Director of Career Readiness and CTE.

JOB QUALIFICATIONS:

1. Associate's Degree required. Bachelor's degree in public administration or related field (preferred).
2. Experience with state-approved CTE programs in Michigan (preferred).
3. Excellent communication skills with demonstrated ability to represent Kent ISD in a responsible and effective manner.
4. Demonstrate leadership, initiative, resourcefulness, and flexibility in program development to meet the needs of stakeholders.
5. Reliable, predictable attendance, essential.
6. Proficiency in Microsoft Office Suite, social media, and database management. Working knowledge of CTEIS, GEMS, MEGS, and PowerSchool systems preferred.
7. Strong organizational skills and the ability to work independently as well as schedule and produce work in a timely manner
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.