

## POSITION DESCRIPTION

<b>Title:</b>	<b>Career and Technical Education Curriculum Coordinator</b>
<b>Classification:</b>	<b>Professional</b>
<b>Reports To:</b>	Director of Career Readiness & CTE
<b>Terms of Employment:</b>	Per KIEA contract
<b>Positions Supervised:</b>	None

### **BROAD STATEMENT OF RESPONSIBILITIES:**

The CTE Curriculum Coordinator provides support for program evaluation and improvement to CTE instructors and programs, and coordinates regulatory and data collection activities for Career and Technical Education programs for KCTC.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Curriculum development and alignment work with instructors to identify and establish excellence, innovation, and areas of need.
2. Align CTE curriculum with state program standards and labor market needs.
3. Provide training and collaborate with instructors on teaching and learning practices in the classroom.
4. Provide support and direction for program evaluation and improvement to establish and maintain high quality programming.
5. Support and maintain KCTC program coordination and curriculum articulation with postsecondary agencies.
6. Be responsible for promoting and/or providing CTE in-service activities for personnel.
7. Initiate and/or guide positive system changes and staff development for the CTE functions, roles, and responsibilities.
8. Participate in state-sponsored in-services, meetings, and conferences to remain current in the OCTE policy, procedures, and requirements.
9. Coordinate and conduct staff training for CIP Self review requirements.

10. Collaborate on the use of web-based information systems: CTEIS, GEMs, etc.
11. Coordinate Regional Improvement Plan/Strategic Plan Implementation.
12. Support the integration of core content with in CTE programs.
13. Accepts additional tasks and responsibilities as assigned by the Administration.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Minimum of four years of high school teaching experience. CTE teaching experience preferred.
  - a. Master's Degree in Curriculum preferred.
2. Effective communication with an emphasis on listening.
3. Ability to delegate work assignments, as appropriate.
4. Consistently update administration apprised of activities and needs.
5. Collaborate effectively with a team.
6. Ability to analyze and solve complex, multi-step problems.
7. Ability to analyze and interpret data.
8. Ability to write reports, correspondence, and procedures.
9. Maintain confidentiality.
10. Display a willingness to support and make decisions with sound judgment in a timely manner.
11. Develop strategies to achieve department goals.
12. Adapt to frequent changes in the work environment.
13. Must have demonstrated ability to work with culturally diverse student populations including special population students (economic and academic disadvantaged, special education, and Limited English Proficient students).
14. Ability to work with computer-based productivity applications (email, word processing, spreadsheets, etc.) and online systems utilized for student support.

*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.*