

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Coordinator of Career and Technical Education (Draft)

Supervisor: Superintendent or Designee

FLSA Status: Exempt

Employee Group: Administrative

Qualifications:

1. Significant management or industry experience
2. Exceptional interpersonal and communication skills, both written, verbal and presentation
3. Ability to be self-directed and require minimal supervision, demonstrating accuracy, thoroughness and orderliness in performing work assignments.

Terms of Employment:

- Twelve (12) month contract
- Twenty (20) vacation days

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Establish and oversee the development, implementation, assessment and growth of programs to increase student access to postsecondary education and employment opportunities with all stakeholders.
2. Establish, foster and maintain relationships between community partners and the Harlem School District.
3. Organize and coordinate external placement opportunities, ensuring compliance with local safety ordinances (as applicable).
4. Provide oversight and general coordination for the placement program.
5. Conduct site evaluations to ensure objectives are being met.
6. Communicate and market program objectives both internally and externally.
7. Provide opportunities for career development for the general education setting in conjunction with building administrators.
8. Keep current with best practices and requirements as they relate to your job assignment.
9. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.