

Jordan School District  
**LICENSED JOB DESCRIPTION**

Job Title: **CTE Coordinator (148)** Lane Placement: J Schedule  
 Department / Location: CTE/High School FLSA Classification: Exempt  
 Supervisor's Title: CTE Director/Principal Contract: 207 Days  
 Original date: 06/08 Revised: 06/17 Revised: 02/24 Revised: 07/24

**GENERAL FUNCTION**

Under the direction of the Career and Technical Education (CTE) Director and supervision of the local principal, the **CTE Coordinator** will support and facilitate the CTE pathways, courses and supporting programs at the school and District level in a broad range of areas. This includes management of the CTE funds for the assigned feeder schools and providing supervision to the CTE assistants. Responsible to project and plan for concurrent enrollment (CE) opportunities across all curricular areas. Support the District's instructional framework, including priorities for classroom instruction.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Manage, allocate and track CTE funds for assigned feeder schools.
- Organize data for analysis and reporting.
- Prioritize program needs in relation to supplies and equipment.
- Manage CTE Skills Competency and Industry Testing and submit appropriate reports.
- Manage student placement data for Perkins's reporting.
- Supervise CTE assistants.
- Coordinate partnerships with school, community, industry and higher education.
- Develop and maintain advisory board(s) for assigned Career Cluster and Pathways.
- Ensure alignment of CTE programs in assigned Career Clusters.
- Support the District instructional framework, including priorities for classroom instruction.
- Support teacher success through knowledge of pedagogy and instructional practices.
- Support teachers at feeder middle schools as they align to high school CTE programs.
- Prepare students for a full range of post-secondary options including two or four-year colleges, certification programs, apprenticeships, military service or formal job training.
- Facilitate student enrollment between tech centers and home high school.
- Inform all stakeholders about CTE Pathways across the District.
- Oversee implementation of Career and Technical Student Organizations (CTSOs)
- Support CTSO advisors as they coordinate student overnight travel (state and national).
- Attend local, state and national CTSO conferences as needed.
- Facilitate Concurrent Enrollment (CE) opportunities across all curricular areas.
- Coordinate admissions, placement and provide ongoing support for CE courses.
- Support teachers, counselors, parents and students in logistics of CE offerings.
- May be required to travel to District schools or other locations using own transportation.
- Attend and fully participate in faculty/department meetings and professional learning communities as required.
- Maintain professional competence through in-service education activities required by the school District and State as well as self-selected professional growth activities.
- Participate in appropriate educator evaluation procedures as per State and District guidelines in accordance with DP311-Evaluation of Licensed Personnel.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Follow District procurement guidelines with administrative approval.
- Create a clean and organized environment that is conducive to student learning.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.

- Adhere to contract time.
- Other duties and responsibilities as assigned by the principal/administrator.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Requires compliance with USBE state license requirements including a CTE endorsement.
- Requires a Bachelor's Degree from an accredited college or university. Master's Preferred.
- Requires a minimum of seven (7) successful years of instructional experience in secondary CTE.
- Broad knowledge of CTE courses and programs. High School CTE experience preferred.
- Broad knowledge of Career and Technical Student Organizations (CTSO).
- Requires CTSO advising experience.
- Requires exceptional verbal/written communication skills.
- Requires strong computer and educational technology skills.
- Requires effective problem solving, organizational, multi-tasking and time management skills. Demonstrates leadership, initiative and student advocacy.
- Requires the ability to establish and maintain a positive learning environment.
- Ability to work collaboratively and individually on assigned tasks.
- Requires the ability to establish and maintain effective working relationships with students, parents, school staff, District staff and patrons.
- Knowledge of State Core Curriculum and Board of Education adopted guidelines.
- Must be able to provide own transportation, as position requires occasional travel to District schools or other locations.
- Fulfill the employee immunization requirements or complete the applicable health department exemption form if required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **Machines, Tools & Equipment Used:**

- Standard office equipment, educational technology, computers, standard machines used in a teacher workroom.

### **Physical Requirements – Not limited to the following:**

- While performing the duties of this job, the employee is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to use hands to handle or feel and may be required to climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*