

**PUEBLO CITY SCHOOLS D60**  
**ADMINISTRATIVE JOB DESCRIPTION**

**Job Title:** Specialist – Career and Technical Education  
**Prepared Date:**  
**Revised Date:** 10/2/2018  
**Work Year:** 187 days  
**Department:** Secondary Education  
**Reports To:** Executive Director of Secondary Education and CTE  
**Salary Range:** Specialist (Administrator) Salary Schedule  
**Benefits:** Fringe Benefits based on PASE Negotiated Agreement  
**Status:** FLSA Status: Exempt

**SUMMARY OF FUNCTIONS:**

The primary responsibility of the Career and Technical Education/Concurrent Enrollment Specialist is to support the Executive Director of Secondary Education and CTE in carrying out the District vision in regards to the CTE programs. This includes bringing together strong academics, demanding CTE, and real-world experience to help students gain an advantage in high school, postsecondary education, and careers. The specialist supports a systematic effort to prepare all students for a full range of postsecondary options that lead to high demand and high wage vocations - including two or four year colleges, certification programs, apprenticeships, military service, or formal job training. The specialist will also be responsible for developing, coordinating, and maintaining all activities to support District's operations in the area of Concurrent Enrollment. This person will be the primary contact for developing and executing concurrent enrollment partnerships, contributing to transition activities to bridge the gap from high school to college for students, and advancing awareness for college pathways. Directly responsible for and manages the appropriate budget.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- Valid Colorado Teaching License within 60 days from date of hire
- Endorsement/Credentials in Career and Technical Education
- Five (5) years of successful teaching experience in CTE instruction
- Valid Colorado Driver License
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Masters degree in Education or related field
- Valid Colorado Principal or Administrator License
- Previous Administrative experience

#### **KNOWLEDGE AND SKILLS:**

- Experience in the coordination of the efforts of the District and schools to address the requirements of continuous improvement and CDE requirements of accountability
- In-depth knowledge of Common Core State Standards, Colorado Academic Standards, and the ability to support instructional planning through backwards design and data analysis
- Knowledge of career & technical education curriculum, courses, and programs
- Knowledge of Carl D. Perkins Act
- Knowledge and understanding of curriculum and program assessment, program development and evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, instructional best practices, adult learning theories, and research related to learning
- Experience in and in-depth knowledge of Professional Learning Community processes
- Experience in preparing and presenting high quality, research based professional development
- Organizational and planning skills for setting both short term and long range goals, and for coordinating efforts for accomplishment of those goals
- Exhibit an approachable, professional manner with parents, students, school staff, and community
- Knowledge of effective instructional delivery techniques and the ability to guide and train teachers in effective techniques and strategies
- Experience in managing and supporting budgets as related to grants and professional development processes
- Ability to work collaboratively and individually on assigned tasks
- Strong interpersonal skills demonstrated through the respect of peers and ability to build trusting, collaborative relationships
- Skilled in the use of technology and instructional media tools
- Demonstrate leadership, initiative, and student advocacy
- Demonstrate management, problem solving, and organizational skills

#### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to

ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Meet regularly with Assistant Superintendent, Executive Director of Secondary and CTE Programs, Federal Programs, principals, administrators, teachers and other staff to determine program and personnel needs
- Develop courses and programs at the secondary level and in overseeing the development of curriculum, instructional methods, and accountability for all secondary and postsecondary career and technical education programs that are focused on increasing coursework rigor and pathways in careers, colleges, and universities
- Facilitate effective communication and information flow among all involved staff to include the Executive Director of Secondary Education and CTE and District principals
- Create and refine courses aligned to high school academy pathways to implement plans and ensure quality and sustainability
- Ensure all CTE programs and/or CTE programs of study comply with all provisions of the Perkins rules and regulations
- Conduct and analyze needs assessments for the development, implementation and evaluation of program offerings based on industry and student demands, community requests, and financial viability
- Coordinate program offerings with local community and technical colleges, universities and trade schools to increase student access to college credits and career certifications through concurrent enrollment programs
- Assist in obtaining state and federal funds for vocational and technical education programs and monitor related budgets
- Assess equipment needs for CTE programs
- Develop partnerships with local businesses and colleges, universities and trade schools
- Develop and maintain relationships with partners to provide students the opportunity for shadowing and mentoring, as well as program input/feedback, and provide technical advice to CTE Academies
- Coordinate the Industry certification process for CTE programs for college credits
- Understand current trends focusing on a variety of matriculation efforts/processes/programs designed to promote postsecondary enrollment directly upon high school graduation
- Create, facilitate, and meet regularly with advisory board of local businesses and post-secondary representatives
- Engage in marketing and awareness activities of CTE programs
- Coordinate professional development activities for Career and Technical Education teachers
- Observe classroom instruction and give feedback to administration in curriculum implementation and instructional strategies
- Provide teachers with professional development opportunities to understand standards, analyze student data, content area knowledge, and alignment of math and literacy common core state standards in instructional practice
- Assist teachers in implementing curriculum, instructional strategies and assessment

- Stay informed of current research and changes in state mandates related to CTE
- Regularly attend CTE meetings and conferences at the appropriate local, regional, state, and civic organizations to further the cause of career and technical education
- Work with the appropriate local, regional, state, and civic organizations to further the cause of career and technical education
- Coordinate in reporting to the Colorado Department of Education for all CTE programs and activities
- Assist with data collection, analysis, and reporting
- Create and maintain a District website that provides information, requirements, and frequently asked questions with appropriate links for concurrent enrollment

#### **NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Executive Director of Secondary Education and CTE

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **PHYSICAL DEMANDS:**

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5-8 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Standing			<b>X</b>		
Walking (level surface)				<b>X</b>	
Walking (uneven surface)			<b>X</b>		
Crawling	<b>X</b>				
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot			<b>X</b>		
Climbing (stairs)			<b>X</b>		
Climbing (ladder)	<b>X</b>				
Reaching overhead			<b>X</b>		

Reaching extension				<b>X</b>	
Repetitive use arms					<b>X</b>
Repetitive use wrists					<b>X</b>
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing				<b>X</b>	
Fine manipulation				<b>X</b>	
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Lifting Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Carrying Maximum weight: <b>50 lbs.</b>			<b>X</b>		

### **WORKING CONDITIONS:**

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually quiet in an office environment but can be noisy at times.