

## JOB DESCRIPTION

**POSITION TITLE: CAREER AND TECHNICAL EDUCATION PROGRAMS COORDINATOR**

**RESPONSIBLE TO: SUPERINTENDENT/BUILDING PRINCIPAL**

**QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES**

**APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010**

### **BASIC FUNCTION:**

To coordinate the smooth and efficient operation of all vocational programs for the Adair County School System.

### **PERFORMANCE RESPONSIBILITIES:**

- Assist in planning Career & Technical Education programs
- Provide assistance in integrating academic and vocational programs as needed
- Serve in an advisory capacity to committees, building projects and other activities of each program
- Ensure district is in compliance with federal and state CTE requirements
- Ensure that administrators and CTE teachers are aware of the five Perkins Performance measures
- Ensure that new program standards are being implemented—name change, co-op regulations, student organizations, etc.
- Submit course offering form, annually
- Follow-up data entered on all prior year graduated students, annually
- Collect, verify and submit reports to KDE in a timely manner
- Responsible for TEDS data collection each semester
- Complete data entry each semester for all enrolled CTE students
- Print and check TEDS data reports for accuracy on a regular basis
- Monitor performance results and coordinate improvement plans as needed
- Ensure that CTE teachers are using Skill Standards in their courses
- Order all Skills Standards test, ensure tests are returned to be graded promptly
- Prepare budget, work with Finance officer, monitor & approve spending prior to Superintendent and board of education approval.
  - Keep individual account balances
  - Record and obtain all purchase orders
  - Ensure that all purchase orders are submitted for payment
- Coordinate and request Career Major certificates and Certificate of Achievement
- Enter the termination status for all students not returning due to graduation or other reasons
- Work with CTE teachers to implement strategies/activities in to action components of CDIP. Prepare to address level of consequence, if any, with *budget* and *narrative plan* to meet Perkins Performance measures
- Attend the annual state CTE conference and attend professional development opportunities related to Perkins activities

### **ADDITIONAL REQUIREMENTS:**

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner

- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

**OTHER JOB RESPONSIBILITIES:**

- Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Adair County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Supervises and provides performance evaluations for assigned personnel.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology in daily tasks.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of duties performed for this position.  
The Adair County school district does not discriminate on the basis of political or religious opinions or affiliations, marital status, ethnic origin, race, color, sex, age, or disabling condition.*

**EVALUATION:** *Job performance will be evaluated in accordance with provisions of the Adair County Board of Education evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date