



SCHOOL DISTRICT OF OSCEOLA COUNTY

JOB DESCRIPTION

Position Title: Coordinator of Career and Technical Education		Date: 7/13/10
Position Level: Administrative Salary Schedule May be assigned as: 10-month, 11-month, or 12-month	FLSA Status: Exempt	Reports to: Director of Career, Technical, and Adult Education

GENERAL DESCRIPTION

To plan, develop, implement, and evaluate integrated curriculum, formative and performance assessments, and career and technical instructional staff development activities.

KEY RESPONSIBILITIES

Coordinate the development, implementation, and evaluation of career and technical curricula integrated with core academic concepts for all career and technical subjects.

Coordinate the development, implementation, and evaluation of career and technical curricula scope and sequencing guides for all career and technical subjects.

Maintain and manage the career and technical education instructional materials resource library.

Coordinate career and technical instructional materials adoption processes.

Ensure that core subject area specialists are involved in all career and technical instructional materials adoptions.

Maintain a close working relationship with secondary curriculum specialists to maintain strong content integration with core subject content.

Provide curriculum integration support to all career and technical education teachers.

Develop, maintain, implement, and evaluate a comprehensive Staff Development System for career and technical education.

Make recommendations regarding staff development activities.

Develop and implement career and technical education staff development activities as needed.

Develop, implement, and maintain a system of technical skill assessment for all career and technical subjects, to include formative, summative, and performance assessments.

Maintain a close working relationship with middle and secondary school administrators to ensure effective information exchange, coordination of efforts, and general support for the decision-making process.

Observe and evaluate teachers as requested.

Perform other duties as assigned by the Director of Career, Technical, and Adult Education.

CLASS SPECIFICATION

Position Title: Coordinator of Career and Technical Education	Reports to: Director of Career, Technical, and Adult Education	Position Level: Administrative Salary Schedule
--	--	--

KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Bachelor's Degree or Master's Degree in an appropriate area or Advanced Vocational Certification
<i>Work Experience:</i>	Minimum of five (5) years of successful career and technical education experience. Classroom teaching, and/or site- or district-based support for t career and technical education is appropriate.
<i>Impact of Actions:</i>	Makes decisions and final recommendations, which routinely affect the activities of an entire department, facility, or school. Position duties may include responsibility for developing strategic plans for one or more facilities or schools.
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem-solving involves identification and analysis of diverse issues.
<i>Decision-Making:</i>	Supervision is present to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to set objectives, coordinate activities with a department, or to complete a project. Actions taken may be based on similar situations encountered in the past.
<i>Communications:</i>	Requires regular internal and external contacts to discuss issues of moderate importance and to respond to inquiries. Also requires contact with officials at higher levels on matters requiring cooperation, explanation, and persuasion or with the public involving the enforcement of regulations, policies, and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within one department in the areas of compensation, staff selection, disciplinary action, complaints, employee performance, appraisal, and similar supervisory duties.
<i>Planning:</i>	Four to twelve months: Plan events that will occur during the year, and have some affect on the department's annual expenditures and/or revenues.
<i>Job-Related Knowledge and Skills:</i>	Advanced Professional Skills: Requires extensive knowledge of the professional discipline and a working knowledge of related fields.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.