

## PLANO INDEPENDENT SCHOOL DISTRICT

### Job Description

<b>Job Title:</b>	Coordinator Career & Technical Education	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Director Career & Technical Education	<b>Pay Range:</b>	860
<b>Dept./School:</b>	CTE	<b>Date Revised:</b>	2/21/2024

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#### Primary Purpose:

Facilitate curriculum and assessment development and improvements for career and technical education (CTE) courses. Collaborate with teachers, campus leadership, counselors, staff, and advisory committee regarding curriculum development, instructional materials, assessments, CCMR, and programs of study. Plan and implement appropriate professional learning related to curriculum and instruction. Serve as liaison between campuses, district administration, and the Texas Education Agency.

#### Qualifications:

##### Education/Certification:

Teacher Certification

Master's Degree (preferred)

##### Special Knowledge/Skills:

A comprehensive understanding and working knowledge of career & technical education (CTE) curriculum, instruction, assessment, and instructional technology

Ability to clearly and knowledgeably articulate the goals and philosophy of the district's strategic plan and CTE program and initiatives

Current knowledge of federal and state laws and initiatives related to CTE, programs of study, graduation requirements, industry-based certifications, CCMR, endorsements, etc.

Varied teaching and supervisory background to include broad-based knowledge of CTE courses, work-based learning education, and other technology based courses

Ability to evaluate instructional programs and practices

Strong organizational, communication, public relations, and interpersonal skills

#### Experience:

Three years of teaching experience in area of assignment

#### Major Responsibilities and Duties:

Assist with CCMR, programs of study, enhancing industry-based certifications, and strategically and equitably managing our resources to meet identified student needs and align resource allocation with district goals

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Coordinate and assist with the selection of instructional resources, software, and hardware

Coordinate, support and provide guidance with curriculum writing for CTE classes, ensuring alignment with TEKS and the integration of appropriate STAAR objectives

Develop, promote, and support a curriculum that helps each student develop a sense of self-worth and critical thinking skills according to the strategic plan of the district

Provide training and support for all industry-based certification platforms utilized in CTE courses

Oversee that curriculum is uploaded and accessible from various platforms

Compile, collect, and maintain Work-Based Learning Training Plan Agreements and reports as needed

Collaborate with post-secondary education institutions for dual-credit or technical dual-credit initiatives when applicable

Monitor development and support implementation of legislation related to graduation requirements

Research and propose new courses to enhance CTE programs of study

Research current and projected workforce data to ensure PISD course offerings are aligned with high-demand, high-skill, high-wage careers to the extent possible

Collaborate with campus administration, counselors and teachers to implement district initiatives related to career and technical education

Coordinate the activities of textbook adoption process in assigned subject areas

Monitor instructional processes systematically and continuously to verify that program activities are keyed to producing desired program outcomes

Evaluate and recommend improvement in the purposes, design, materials, and implementation of the instructional and other support programs and use evaluation data for program improvement

Plan the instructional programs to meet identified needs

Encourage and support development of innovative instructional programs, helping teachers to pilot such efforts when appropriate

Maintain and oversee preventative maintenance, equipment repair and inventory

Assist in hiring, training and retaining the most effective and talented workforce, while planning, organizing, and implementing professional learning opportunities.

Organize and conduct professional learning opportunities for career & technical education teachers, including new CTE teacher orientation

Demonstrate skill in coaching staff and peers

Provide technical assistance to the instructional staff concerning the teaching and learning process through conferencing and staff learning sessions

Monitor proposed expenditures to comply with PISD guidelines and regulations of Perkins federal funding

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Provide support to student leadership organizations and advisors

Coordinate travel and logistics planning for CTE competitions (local, state, and national) to insure compliance with district and CTE travel guidelines

Assist with CTE Advisory Committee activities and goals

Identify and collaborate with current and potential partners to enhance CTE programs

Complete and file required district, state, and federal reports

Promote collaborative teaming among the faculty and encouraging student-parent input to develop a more positive school climate

Secure consultants, specialists, materials, and other community resources to assist in meeting program goals

Implement and monitor policies established by federal and state law, State Board of Education rules, the Texas Education Agency, and the local board.

Report to the Director of Career and Technical Education for performance related to responsibilities

Participate in development and preparation of budget for supplies and equipment to ensure that the program is cost-effective and that funds are managed correctly

Assist in communication efforts of CTE programs to stakeholders

Compile, maintain, and file all reports, records, and other documents required

Follow all rules, regulations, and policies of PISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by administration and/or supervisor

**Working Conditions:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; work with frequent interruptions

**Physical Demands/Environmental Factors:**

Frequent district wide and/or statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

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**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator **Date:** 2/21/2024

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_