

**Job Title:** Coordinator, Career and Technology Education

**Exemption Status/Test:** Exempt/Executive\* or Administrator in an Educational Establishment

**Reports to:** High School Principal

**Date Revised:** 10/09/19

**Dept./School:** Special Programs

**Days:** 197

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## **Primary Purpose:**

Direct and manage district career and technology education program and facilities to meet student needs. Serve as instructional leader in development and improvement of instructional programs in career and technology education.

## **Qualifications:**

### **Education/Certification:**

Bachelor's Degree

### **Special Knowledge/Skills:**

Working knowledge of federal and state code governing career and technology education

Ability to manage budget and personnel

Ability to coordinate district function

Ability to implement policy and procedures

Ability to interpret data

Strong organizational, communication, public relations, and interpersonal skills

### **Experience:**

Three years career and technology teaching experience

## **Major Responsibilities and Duties:**

### **Instructional Management**

1. Oversee the development of innovative career and technology instructional programs and ensure that curricular documents, instructional support materials, student assessment instruments, and admission criteria are in place for each program. Ensure that curriculum renewal is continuous and responsive to student needs.
2. Identify and define local job opportunities for students. Recruit employers to hire students and work with the district to make opportunities for experience learning available.
3. Assume responsibility for career and technology education facilities and ensure that equipment and materials are available and in optimal operating condition.
4. Provide all campuses with career exploration and awareness resources and testing materials.

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5. Evaluate the career and technology program effectiveness based on evaluative findings (including student achievement data) and recommend changes as needed.
6. Ensure that student progress is evaluated and that findings are used to make career and technology program more effective.

### **Student Management**

7. Implement district student-management policies and ensure enforcement of the Student Code of Conduct and the student handbook.
8. Establish and maintain open lines of communication with parents, students, and teachers.

### **Policy, Reports, and Law**

9. Implement the policies established by federal and state law, State Board of Education rule, and local board policy. Recommend sound policies to improve career and technology education.
10. Compile, maintain, file, and present reports, records, and other documents required.
11. Follow district safety protocols and emergency procedures.

### **Budget and Inventory**

12. Develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
13. Maintain a current inventory of supplies and equipment and recommend the disposal and replacement of equipment when necessary. Approve and forward purchase orders for department to accounting department.

### **Personnel Management**

14. Prepare, review, and revise job descriptions of career and technology department.
15. Develop training options and/or improvement plans to ensure effective operation of career and technology education department.
16. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.

### **Communication and Community Support**

17. Assist students, parents, and teachers with career, college, and scholarship information.
18. Use appropriate and effective techniques to encourage community and parent involvement.

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## Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of career and technology instructional staff, aides, and support staff.\*

## Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_