

SCHOOL DISTRICT OF INDIAN RIVER COUNTY
COLLEGE, CAREER AND TECHNICAL EDUCATION SPECIALIST
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution preferred.
- (2) Valid Florida teacher certification or be eligible to become certified as a career specialist.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of state, school, and/or district initiatives in the field of career and technical education. Knowledge of current technology as it relates to career and technical education programs, materials and assessments. Knowledge of current trends, evidence based research, and best practices related to career and technical education instruction. Ability to communicate orally and in writing with adults and students. Ability to effectively assess levels of program success, analyze test results and prescribe actions for improvement. Ability to read, interpret and follow laws, policies and procedures related to area of assignment.

REPORTS TO:

High School Principal

JOB GOAL

To provide support and technical assistance to secondary college, career and technical education teachers and to enhance opportunities for students to successfully complete college, career, and technical programs and make informed college and career decisions.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:**Planning/Preparation**

- (1) Create or select short- and long-range plans for college, career and technical education programs based on district and state curriculum requirements and instructional priorities.
- (2) Assist in identifying, selecting and modifying evidence based research materials to meet the needs of students with varying backgrounds, learning styles and special needs.
- (3) Assist in assessing changing curricular/program needs and plan for improvement based on research.
- (4) Communicate effectively with administration and staff about the programs and services.

Administrative/Management

- * (5) Maintain student records according to established guidelines.
- * (6) Use time and technology resources effectively and efficiently.
- * (7) Assist in ordering instructional materials, equipment and supplies.
- * (8) Manage materials and equipment effectively.
- * (9) Follow school rules, administrative regulations and Board policies.
- * (10) Establish and maintain effective and efficient record keeping procedures.
- * (11) Assist the school in the compilation of data to evaluate effectiveness of college, career and technical and assist in identifying appropriate strategies.

- * (12) Develop and closely supervise a school-based career and technical education budget.

Assessment/Evaluation

- * (13) Assist in the coordination, planning, and recording of CTE industry certification assessments.
- * (14) Interpret data (including but not limited to standardized and other test results including industry certifications) for screening, diagnosis, instructional planning, progress monitoring, and program evaluation and make modifications.
- * (15) Recommend improvements for policies or procedures related to college, career and technical programs.
- * (16) Assist in interpreting statutes, Department of Education rules and college, career and technical education programs, policies and procedures of the district as they relate to assigned responsibilities.

Intervention/Direct Service*

- * (17) Recognize, appreciate, and serve the cultural differences and special needs of individuals students in college, career and technical education programs.
- * (18) Provide assistance to secondary career and technical education teachers.
- * (19) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
- * (20) Provide career activities for students.
- * (21) Ensure that student growth/development is appropriate for college, career and technical education programs.
- * (22) Assist in articulation agreements and development with postsecondary institutions.
- * (23) Establish and facilitate Advisory Committees for college, career and technical education programs.
- * (24) Demonstrate knowledge and understanding of subject matter.
- * (25) Conduct presentations as needed for college, career and technical education faculty.

Collaboration

- * (26) Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
- * (27) Establish and facilitate Advisory Committees which include business partners and college, career and technical education faculty.
- * (28) Establish working relationships with parents, students, community agencies, postsecondary institutions and business partners.
- * (29) Work collaboratively with all departments of the Indian River County School District and community partners.
- * (30) Collaborate with other professionals and- peers to enhance student learning.
- * (31) Interact with community agencies to assist in delivery of services to district by serving as a member of agency boards as appropriate.
- * (32) Collaborate with school and district staff regarding trends in college, career and technical education.

Staff Development

- * (33) Provide information to and/or inservice for teachers, administrators, and other school staff.
- * (34) Participate in meetings, training sessions, and other activities for improvement of professional knowledge and skills.
- * (35) Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.

- *(36) Attend district sponsored professional development, seminars, workshops, and conferences related to college, career and technical education programs.
- *(37) Engage in a continuing improvement of professional skills and knowledge.
- *(38) Assist teachers with instructional strategies to improve CTE programs.
- *(39) Identify professional materials related to CTE.

Professional Responsibilities

- *(40) Model and maintain high professional and ethical standards at all times following The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- *(41) Use positive interpersonal skills to encourage cooperative efforts between staff, students, families, and the community.
- *(42) Prepare and maintain all required records in an accurate and timely manner for grants and audit purposes.
- *(43) Maintain records on meetings and correspondence
- *(44) Demonstrate attention to punctuality and regular attendance.
- *(45) Maintain confidentiality of student and other professional information.
- *(46) Comply with policies, and procedures of the college, career and technical education programs.
- *(47) Exercise appropriate professional judgment.
- *(48) Support school and district improvement initiatives.
- *(49) Ensure that student growth/performance is continuous and appropriate for age group, subject area and/or student program classification.
- *(50) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

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TERMS OF EMPLOYMENT:

Instructional
FLSA Exempt

Pay Grade

196 days worked per year (10 months)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.