Title: **Facilitator of Career Programs** Pay Grade: 305
Reports to: Director of Career Programs FLSA: Exempt
Department: Career and Technical Education Length of Assignment: 226 days

Summary

Assist the Coordinator of Career Programs with the districtwide implementation of the Career and Technical Education (CTE) program. Adhere to federal and state laws, as well as, district policies, procedures, and regulations.

Essential Functions

1. Assist with the implementation of the policies established by federal and state law, State Board of Education rule, and local board policy in the area of Career and Technical Education.
2. Assist the Coordinator of Career Programs to ensure data quality and integrity in all aspects of the CTE program, to include Public Education Information Management System (PEIMS) and other student data related to program needs.
3. Assist with the implementation of professional development opportunities for teachers in the CTE program to ensure consistency between current industry/business needs and student instruction.
4. Assist the Coordinator of Career Programs in the presentation of district CTE offerings via public relations strategies to include the development of recruitment videos, brochures, etc.
5. Assist schools in the development and deployment of campus Programs of Study (POS) and plans and provides technical assistance to support the adopted curriculum. Develop standards and assists in implementing industry-based curriculum which leads to a student certification.
6. Work collaboratively with CTE staff to establish and maintain positive lines of communication with parents, students, and teachers, regarding career opportunities and postsecondary goals, to include conducting parent and community events.
7. Advise and provide technical support to campuses in the implementation of career program goals and procedures established by the district, to include career academies, course offerings, class scheduling, compliance reporting, and updating facilities/equipment.
8. Serve on state and local committees to ensure coordination with the district.
9. Coordinates teacher and student travel, as needed and provide campuses with Career and Technical Student Organizations (CTSO).
10. Facilitate and oversee the safety procedures in CTE classrooms to ensure student safety protocols.
11. Assist in maintaining our Career and Technical department handbooks to include; CTE Manual, CTSO Manual, Work-Based Manual, Programs of Study Manual.
12. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.
2. Follow established safety procedures and techniques to perform job duties; support district/department goals.
3. Maintain a professional code of ethics and perform other duties as assigned.

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Qualifications

Bachelor's degree; Three (3) years of successful high school CTE teaching experience; Three (3) years of supervisory or administrative experience, preferred; Bilingual (English/Spanish), preferred. Working knowledge of curriculum and instruction as related to Career and Technical programs; Ability to evaluate campus CTE programs and teaching effectiveness; ability to facilitate campus and district CTE functions; ability to interpret policy, procedures and data. Must have strong organizational, communications, public relations and interpersonal skills.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; ability to work with frequent interruptions; prolonged use of computers and occasional prolonged and irregular hours; occasional districtwide travel. Valid Texas/New Mexico driver's license; subject to the district's drug and alcohol screening policy and regulation; must be insurable by the district's auto liability insurance carrier.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

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