



CTE Program Coordinator Job Description

Salary: 38,500-47,000

Location: Coconino County

First Screening: First Screening of application, 1-26-18

Terms of Employment: Full Time with Benefits

Start date: Open

Job Summary: This position is a challenging, multi-faceted job which requires excellent organizational, technical and human relations skills. In addition to working within the school setting with students and professional staff alike, the coordinator will also be expected to work closely with members of the business community. The home office of the Coordinator will be determined upon assignment.

Essential duties:

DUTIES may include but are not limited to the following:

- Responsible for all student records, including, but not limited to. student registration, student grades, student, transcripts, and all other student related records.
- Assist with Central Campus teacher classroom materials ordering.
- Work with the community college and individual communities, representing the individual needs of each member district, with the development of new CTE programs. To include the identification for methods of delivery (i.e. distance learning, community instructors etc.). Coordinate these efforts with CAVIAT staff, school administrators, and CTE Directors.
- Assists with the student recruitment and CCC enrollment for CTE programs of study
- Responsible for Program Compliance Documentation
- Responsible for district purchasing and associated records.
- Meet with administrators, teachers, and counselors at each satellite site to evaluate the CTE needs, assist with the development and implementation of any new CTE programs, whether central or satellite.
- Sets up and meets with groups of teachers, administrators, and counselors at each satellite site to coordinate the following:
 - Assists in the implementation and coordination of the CTE Central Programs.
 - Helps arrange for eligible students in charter, accommodation schools, juvenile detention centers, etc. to attend CTE courses in member district schools and/or Central Programs.
 - Works directly with the personnel from the Coconino County Programs of Study Consortium.
 - Writes grants that may be available to fulfill the CAVIAT mission.
 - Other duties as assigned by CAVIAT superintendent.

- Helps establish and promote dual credit and concurrent enrollment activities among the satellite sites and the Community College.
- Meets with and explains the mission of CAVIAT to members of the business community, civic organizations and the general public.
- Act as liaison between the community college and the school site to ensure that all students receive the proper college credit
- Implements and monitors internship programs located within businesses and other employment centers.
- Perform other duties as assigned

Minimum Qualifications:

- At least five (5) years' experience in CTE, or related field
- Proficiency in use of Excel and Word programs
- Ability to obtain an ADE substitute teaching certificate or CTE certification
- Fingerprint clearance card with Arizona DPS

Preferred Qualifications:

- Knowledge of ADM and AZEds systems and operations
- Knowledge of high school CTE programs
- Knowledge of Schoolmaster
- Knowledge of the Adobe Design Standard CS5 software. Includes InDesign, Photoshop, Illustrator, Adobe Acrobat, Dreamweaver

Application Process: Submit your application, cover letter, resume, three reference letters, and a copy of all current certificate(s) applicable to the position via mail, e-mail, or fax to the CAVIAT District Office before the screening date listed on the job description. **NO PARTIAL APPLICATIONS/SUBMISSIONS WILL BE REVIEWED/CONSIDERED.**

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Or

Email all items to bneilson@caviat.org