

**Beaumont Unified School District
JOB DESCRIPTION**

<u>TITLE:</u>	Career Technical Education (CTE) Coordinator	<u>CLASSIFICATION:</u>	Certificated Administration
<u>REPORTS TO:</u>	Director of College and Career Readiness and/or Designee	<u>SALARY SCHEDULE:</u>	132
<u>WORK YEAR:</u>	212 days		

GENERAL DESCRIPTION:

Under the direction of the Director of College and Career Readiness or designee, the Career Technical Education (CTE) Coordinator is responsible for developing, implementing, assessing, and continuously improving a comprehensive Districtwide CTE program aimed at expanding student access to post-secondary opportunities, industry-recognized certifications, and meaningful Work-Based Learning (WBL) experiences. This role involves strategic planning and collaboration across all District schools to cultivate a future-focused, career-ready culture. Core responsibilities include designing and facilitating CTE pathways, extensive grant writing, resource allocation, and budget management. The CTE Coordinator works closely with school administrators, teachers, post-secondary institutions, business leaders, and community organizations to align CTE offerings with current and emerging workforce needs.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Develops, implements, and continuously improves the District's Career Technical Education (CTE) programs; **E**
- Manages the CTE program budget and oversees various grant resources; **E**
- Ensures compliance with state and federal mandates regarding allowable and non-allowable grant expenditures; **E**
- Coordinates the ordering and distribution of CTE-related materials and supplies; **E**
- Collaborates with local community colleges, universities, technical schools, and certification programs to align and coordinate program offerings; **E**
- Leads CTE-related professional learning and development initiatives; **E**
- Monitors current course offerings to ensure alignment with future job market needs and supports the development of relevant CTE programs of study;
- Writes, submits, and evaluates CTE grants to secure funding; **E**
- Supports site administrators, teachers, and paraprofessionals in CTE program development and implementation;
- Develops grant proposals to secure additional resources for CTE pathways and programs; **E**
- Prepares and submits Perkins Grant and CTE Incentive Grant applications to obtain state and federal funding; **E**
- Cultivates strong partnerships with local community members, colleges, and businesses; **E**
- Creates, evaluates, and revises student support systems to improve outcomes, while building staff capacity;
- Develops and coordinates externships for teachers and administrators;
- Researches, compiles, assembles, evaluates, and maintains a variety of technical data and information related to CTE; **E**
- Provides support for the development and implementation of Work-Based Learning and Work Experience Education programs; **E**
- Delivers verbal presentations, training sessions, and other staff development activities, as assigned;
- Directs, supervises, and evaluates the performance and duties of assigned staff;

- Ensures all CTE pathways have clearly defined learning outcomes that encompass essential skills, knowledge, and industry-recognized certifications;
- Develops CTE courses and sequences, ensuring A-G approval and alignment with post-secondary and industry partners;
- Serves as a liaison to community organizations;
- Assists with the recruitment and screening of CTE personnel;
- Supports accurate CALPADS state reporting for CTE programs;
- Contributes to Districtwide efforts to improve College and Career Indicators (CCI) related to CTE;
- Prepares marketing materials, digital/social media content, and other communications to promote CTE programs and events;
- Collaborates with various departments to ensure inclusive practices in CTE programs;
- Organizes and participates in Districtwide professional development trainings;
- Adheres to and implements the certificated and classified collective bargaining agreements;
- Performs job assignment safely for the purpose of protecting people and property; **E**
- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

E = *Essential Function*

JOB REQUIREMENTS/QUALIFICATIONS:

Credentials and Education:

- High school diploma or equivalent to completion of the twelfth grade;
- Bachelor's degree from an accredited college or university;
- Master's degree from an accredited college or university;
- Valid Administrative Services Credential or Certificate of Eligibility;
- Clear California Teaching Credential authorizing instruction at the secondary level and/or a valid Career Technical Education (CTE) Single Subject or Designated Subjects Credential.

Experience:

- Three (3) years of progressively responsible leadership experience in an educational setting, including leading teams or major projects/programs, with preferred experience in leading or supporting CTE pathways or programs;
- Secondary level experience, preferred.

Licenses, Certifications and Testing:

- Pass a pre-employment physical and drug test;
- A current and valid Tuberculosis (TB) clearance;
- Fingerprint clearance for school personnel;
- Must possess a valid California Driver's License during the course of employment and be insurable by the District's liability insurance carrier.

Knowledge and skills of:

- CTE Model Curriculum Standards;
- Understanding of Career and Technical Education programming and funding;
- Grant writing;
- Project management;
- Principles and practices of administration, supervision and training;
- Applicable laws, codes, regulations, policies and procedures governing career technical education, categorical programs, and related professional development needs;
- Budget development and control;

- Curriculum design, planning, development, implementation, and evaluation;
- Standard office equipment and computer applications including Microsoft Office and Google environments, with expertise in Excel, PowerPoint, and Adobe;
- Modern office methods, procedures, and equipment, including record-keeping principles, methods and procedures, filing systems, letter, and report writing.

Ability to:

- Demonstrate effective instructional and organizational leadership;
- Demonstrate an understanding of the California Standards for the Teacher Profession;
- Design, develop, implement, and conduct training and professional development activities;
- Motivate stakeholders to implement District vision, Board priorities, and District goals;
- Demonstrate strong leadership and effectively present and respond to questions from various stakeholders;
- Model District standards of ethics, confidentiality, and professionalism;
- Have a high tolerance for ongoing stressful situations;
- Work with deadlines and under pressure;
- Maintain the confidentiality and security of sensitive information;
- Compile and maintain accurate records and files;
- Analyze situations, identify needs, prioritize, solve problems independently, as appropriate, and take appropriate action in a variety of procedural matters, without immediate supervision;
- Read, interpret, apply, and explain rules, regulations, policies, and procedures related to public education, and specific to Beaumont Unified School District, and apply them with good judgement in a variety of situations;
- Communicate effectively using a variety of mediums, employing correct spelling, grammar, punctuation, and vocabulary;
- Understand and follow verbal and written instructions in English;
- Learn and support new and fast-changing technologies;
- Promote team building and a positive work environment;
- Maintain a neat and clean appearance;
- Be flexible, exhibit integrity, and exercise mature judgment;
- Establish and maintain cooperative relationships displaying interpersonal skills using tact, patience, and courtesy while demonstrating exemplary customer service in working with students, staff, and the public.

PHYSICAL ABILITIES AND WORKING CONDITIONS:

The work environment and physical characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Mobility
2. Use of depth perception and ability to focus
3. Standing, walking
4. Sitting
5. Twisting, stooping, bending over
6. Crawling, climbing
7. Reaching overhead-above the shoulders
8. Crouching, kneeling, and balancing
9. Pushing or pulling
10. Lifting or carrying up to 50 lbs.
11. Hearing acuity for conversations or other sounds
12. Use of voice in face to face conversations or during telephone conversations
13. Gross muscle use of arms and legs
14. Handling, grasping, and feeling objects
15. Repetitive use of dominant hand
16. Fine dexterity with both hands
17. Exposure to stairs, ramps or uneven ground
18. Working around equipment and machinery having moving parts and generating heat
19. Contact with toxic substances
20. Exposure to dust, gas, or fumes
21. Work in varied temperatures
22. Operating a motor vehicle
23. Use of a ladder
24. Subject to frequent interruptions
25. Viewing a computer monitor
26. Contact with distraught or abusive individuals

Number of Hours				
0-2	3-4	4-5	6-8	N/A
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