

JOB DESCRIPTION

Fayetteville City School System

CAREER & TECHNICAL COORDINATOR

Purpose Statement

The job of Career & Technical Coordinator was established for the purpose/s of coordinating all career and technical programs and related activities; providing information and guidance to teachers and schools; and implementing and maintaining services within established guidelines and standards; developing goals and strategic plans; managing assigned budgets; and providing supervision as needed or assigned.

This job reports to Director of Schools.

Essential Functions

- Assists site administrators as needed and/or requested (e.g. recruiting, screening, hiring, counseling, and observing CTE teachers, etc.) for the purpose of ensuring that staffing and hiring needs of the career and technical programs are met.
- Collaborates with others (e.g. teachers, administrators, students, parents, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Coordinates career and technical program components, support needs and materials (e.g. course offerings, textbook selection, budgets, grants, strategic plans etc.) for the purpose of meeting student needs while complying with district and/or program guidelines.
- Leads and/or participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Maintains a variety of detailed records in a variety of written and electronic formats for the purpose of meeting program reporting requirements.
- Manages program budgets, fund balances and related financial activity for the purpose of ensuring that budget amounts and expenses are within budget limits and that sound fiscal practices are followed.
- Monitors program activities and components (e.g. work based learning, etc.) for the purpose of ensuring that student needs are met while maintaining program and district guidelines.
- Prepares a variety of program related reports in both manual and electronic formats (e.g. budget, course offering, student participation, purchases, achievement, compliance, etc.) for the purpose of documenting activities, conveying information and ensuring program requirements are met in an effective and timely manner.
- Presents information to district and community groups (e.g. program offerings, funding status, participation levels, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls.
- Promotes involvement and understanding of the career and technical program for the purpose of meeting the ongoing needs of, and encouraging participation in the career and technical programs and related course offerings.
- Researches, writes and presents grant information for the purpose of securing the funding needed to meet program needs.
- Supervises assigned program personnel for the purpose of ensuring individual and program performance objectives are met.

Other Functions

- Performs other related duties as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: analyzing; budgeting and cost control; effective listening; facilitating meetings; guiding others; instructional techniques; managing projects/programs; monitoring activities; planning; problem solving; supervision; and uses of technology.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: issues related to career and technical fields; concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; and bookkeeping and budgeting practices.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create actions plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions.

Responsibility: Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment: The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 65% sitting, 20% walking, and 15% standing. The job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelor's degree in job related area.

Clearances: Criminal Justice Fingerprint/Background Clearance.

Certificates & Licenses: Teachers License/Career and Technical Director Employment Standard
Valid Driver's License & Evidence of Insurability.