



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: CAREER AND TECHNICAL EDUCATION COORDINATOR

QUALIFICATIONS:

- Master's Degree or higher with certification in Educational Leadership, Administration and Supervision, School Principal or Professional School Principal, preferred.
- A minimum of three (3) years of school based and/or district level administrative experience in public Career and Technical Education Programs or a minimum of five (5) years of leadership experience in public Career and Technical Education Programs, preferred
- Hold or have eligibility for Florida Professional Educator Certificate

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *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.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Oversees the implementation and compliance of the Career and Technical Education Co-operative Diversified Education Programs and other work-place job experiences.
2. Ensures compliance of the State statutes, rules and policies for Career and Technical Education.
3. Ensures the efficient and effective delivery of Career and Technical Education/STEM programs.
4. Develops and manages the implementation of District, Federal and State programs and community/partnership grants, allocations and programs.
5. Provides Career and Technical Education students with high quality career exploration and guidance.
6. Supports Career and Technical Education teachers and administrators in the successful completion of either a District Certification or Florida State Certification.
7. Collects and analyzes CTE data, including tracking CTE Senior Career Pathway students in their post-secondary endeavors.
8. Participates in program evaluations of Career and Technical Education Career Pathways.
9. Prepares State, District, school-based reporting data for Career and Technical Education.
10. Serves as the District liaison for assigned programs and initiatives.
11. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.

Handwritten signature of Shirley Baker in black ink.

Reviewed by Dept of Human Resources

APPROVED MAR 24 2020

Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer