



## **CAREER & TECHNICAL EDUCATION (CTE) PROGRAM COORDINATOR**

Classification: Professional Technical Level 1

Location: Community Resource Center

Reports to: STEM Partnerships & Choice Programs Director

FLSA Status: Non-Exempt

Employee Group: Professional-Technical

The job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

### **Part I: Position Summary**

This position works on behalf of the Career & Technical Education (CTE) Department to ensure correct implementation of the Carl Perkins grant assurances. This position works collaboratively with Everett Public Schools students and staff towards the common goal of student success through CTE programs. The position will help review and build programs of study to create awareness, enthusiasm, and knowledge of multiple avenues to achieve a student's desired outcomes. These avenues of seamless transition will include post-secondary options to college and career opportunities and career connected experiences prior to graduation.

### **Part II: Supervision and Controls over the Work**

This position will be evaluated by the STEM Partnerships & Choice Programs Director.

### **Part III: Major Duties and Responsibilities**

1. Manages student and industry recruitment and support for the Everett Career Link program.
2. Implements and monitors strategies to increase under-represented population representation requirements of the RWT grant.
3. Manages the compliance requirements of the Federal Perkins grant.
4. Creates systems and processes for student enrollment, data tracking, student support service issuance, and achieving/reporting on grant metrics and deliverables, in close collaboration with management, faculty, and staff.
5. Works closely with STEM partnerships & choice programs and CTE director to prioritize business and information needs; makes recommendations for new and ongoing initiatives and grant needs.
6. Researches and analyzes labor market information, identifying trends and providing recommendations for the identification and development of career pathways that will provide better access to and higher completion of certificate and degree programs for workforce development program participants.
7. Participates in program planning especially as it relates to career connected learning.

8. Coordinates employer engagement activities each semester for designated academic pathways and analyze and report outcomes.
9. Develops, manages and implements materials with a focus on student centered communication and outreach.
10. Develops and implements timely communications with students which may include newsletters, emails, social media and other focused communication or data.
11. Collaborates with departments throughout EPS to focus on student success and close identified achievement gaps and barriers to CTE program access.
12. Performs other duties as assigned.

#### **Part IV: Minimum Qualifications**

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree in education, human services or closely-related field and a minimum of two years of experience working in P-20 educational setting or in the non-profit sector.
3. Strong oral and written communications and presentation skills.
4. Ability to build relationships and work effectively with diverse groups. Demonstrated commitment to promote equitable access and educational achievement of diverse students.
5. Excellent organizational skills with the ability to manage logistical details.
6. Ability to work independently, under supervision, and in a team environment.
7. Skill in the use of common office technology and technology database systems.
8. Knowledge and understanding of the effect of teacher role models and a commitment to increasing the diversity of teachers in the P-20 system.
9. Valid driver's license.

#### **Part V: Desired Qualifications**

1. Master's degree in education, human services or closely related-field.
2. Teaching or counseling experience in K-12 educational settings with an emphasis in multicultural education, youth mentoring, college student recruitment and retention.
3. Experience facilitating mentoring programs and/or advising for college students; grant-writing experience.
4. Spanish language ability; or multilingual and/or multicultural.

## **Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, bend, lift, carry, move about, hear and speak. May be required to spend extensive time working at computer displays.

Employee may be required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Ability to travel between partner locations and work alternative schedules as needed including evening and weekends.