

Grant Coordinator for Career Technical Education Incentive Grant (CTEIG)

JOB GOALS

Under the direction of the Assistant Superintendent of Curriculum and Instruction, the Career Technical Education Incentive Grant (CTEIG) Coordinator will be responsible for directing the implementation and use of grant funds on three comprehensive sites. The grant is specifically written to support the creation of career 'Pathways' as defined by the California Department of Education (CDE) with the express purpose of providing students with high school experiences that will help them achieve 'College and Career Readiness' prior to graduating. The grant reflects the 11 Essential Elements of a Quality CTE Program and requires funds utilized by awarded school districts to connect their educational practices to those utilized in local industry, colleges, and universities.

PERFORMANCE RESPONSIBILITIES AND DUTIES:

- Work in collaboration with site Administration and CTE Department Chairs to align leadership and resources throughout the district with new or evolving Career Pathways.
- Work with site Counselors to develop and implement student interest surveys for possible placement within an offered Pathway.
- Support the creation of marketing tools to recruit interested students into Pathways.
- Collaborate with teachers within the Pathways to create course sequences that increase student interest and preparation for College/Career.
- Assist teachers with the development of curriculum or refining of appropriate courses to create a unique 'program of study' for each Pathway or proposed Pathway.
- Organize and develop a plan for Professional Development for teachers within each Pathway.
- Assist with the development, recruitment, and maintenance of appropriate Advisory Boards for each Industry Sector represented by Pathways.
- Meet with potential Industry Partners and post-Secondary Institutions to investigate resources, provide opportunities to participate on Advisory Boards, and assist with the connection from industry for curriculum and program development.
- Monitor the CTEIG compliance reporting and ensure the SMJUHSD expending funds in appropriate manner and meeting established CDE requirements.
- Assist with enrollment in Industry recognized Career Technical Student Organizations (CTSO) and ensure appropriate student leadership activities are being provided.
- Assist with the creation and maintenance of a CTE Resource page on the district and school site webpages.

PRIMARY EVALUATOR:

Assistant Superintendent of Curriculum and Instruction

REQUIRED QUALIFICATIONS:

- Minimum of 5 years classroom teaching experience
- Possess valid California Single Subject or CTE Credential
- Demonstrated experience in grant writing and compliance monitoring
- Demonstrated experience in working with Industry Partners and Advisory Board Structures
- Demonstrated experience in budgets and accounting systems

DESIRED QUALIFICATIONS:

- Leadership experience in collaboration and mentoring teachers
- Experience in designing and delivering professional development

SMJUHS
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