



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Career & Technical Education (CTE) Coordinator	Location:	High School
Reports To:	Assistant Principal	Supervises:	None
Classification:	Certified	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	188 days / 10 months	Salary:	See lhUSD.org website

Qualifications

- Valid appropriate Arizona Teaching and Vocational Education Certificate. Must have successful teaching experience in Career & Technical Education.

Function

- To coordinate the mutual efforts of the CTE Department regarding standards documentation, program development, and the funding necessary for the daily operation and maintenance of the departmental progress.
- To coordinate the mutual efforts of the tech-prep; regarding standards documentation, program development, and the funding necessary for the daily operation and maintenance of the program.

Responsibilities and Requirements

- Maintain close working relationships with area businesses, industries, labor organizations, and community and state agencies.
- Maintain current knowledge of all pertinent rules and regulations affecting Career & Technical Education.
- Assist in the recruitment, screening, hiring and evaluation of CTE teachers.
- CTE assessment administrator responsibilities.

FISCAL AND BUSINESS

- Advise and assist in obtaining state and federal funds for vocational and CTE programs.
- Responsible for the collection, review and submission of all reports relative to CTE state agencies.
- Responsible to prepare and administer the state and federal grant distribution of available funds.

DEVELOPMENT/EDUCATION

- Responsible for coordinating the gathering, selecting, and analysis of data with respect to jobs available to local high school graduates.
- Responsible for Identifying and defining local job opportunities and the role of the schools in meeting these opportunities.
- Responsible for overseeing work experience component department.
- Responsible for in servicing sessions for the vocational staff, when appropriate.
- Interpret the vocational education program to the public.
- Responsible for formulating and administering a comprehensive, modern program of vocational and technical education.
- Responsible to continuously appraise and evaluate the total vocational program to achieve the established goals.
- Responsible for making recommendations for long-term adjustments, changes, additions, and deletions in the vocational education program to meet changing job needs and trends.

PROFESSIONAL GROWTH

- Responsible to attend update and training sessions relative to vocational education funding and program development.
- Responsible to arrange outside in-service activities for vocational education staff.
- Responsible to stay informed regarding current developments in vocational education.

TERMS OF EMPLOYMENT

- Regular teaching salary plus supplemental salary per district policy.

OTHER

- Perform such other tasks and job-related duties and responsibilities as may be assigned by the Building Principal.

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

Other Information

- Must be able to pass a fingerprint clearance and background check



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EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.