

Job Title: CTE Program Coordinator/Specialist
Reports to: Director of Career and Technical Education
Work Schedule: 7.5 hours per day, 260 days per year
Salary: Non-Represented Salary Schedule – Non-Represented 5

Job Summary:

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This position works on behalf of the CTE Department to ensure correct implementation of the Carol Perkins grant assurances. This position works collaboratively with Marysville Public Schools students and staff towards the common goal of increasing student success through CTE programming. The Program Coordinator will support the Director of Career and College Success by providing administrative support services and coordinating the day-to-day activities of the department to ensure that positive relations are maintained. The Program Coordinator will manage components of the Recruiting Washington Teachers Bilingual Educators Initiative (RWT-BIE) Grant.

Essential Job Functions:

- Manages student and industry recruitment and support for the Marysville School District Career Centers.
- Implements and monitors strategies to increase under-represented population representation requirements of the RWT grant.
- Manages the compliance requirements of the Federal Perkins grant.
- Creates systems and processes for data tracking, student support service issuance, and achieving/reporting on grant metrics and deliverables, in close collaboration with management, faculty, and staff.
- Works closely with the CTE director to prioritize business and information needs; makes recommendations for new and ongoing initiatives and grant needs.
- 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.
- Participates in program planning especially as it relates to career connected learning.
- Coordinate employer engagement activities each semester for designated academic pathways and analyze and report outcomes.
- Develop, manage and implement materials with a focus on student centered communication and outreach.
- Develop and implement timely communications with students which may include newsletters, emails, social media and other focused communication or data.
- Collaborate with departments throughout MSD to focus on student success and eliminate identified achievement gaps and barriers to CTE program access.
- Supports CTE Career Centers at MP and MG.
- Coordinate department budget, monitor accounts, track expenditures, and prepare reports as needed.
- Evaluate & Monitor Expirations & Information for Audit Compliance

- Purchasing Requisitions (create, account code, & process)
- Prepare agenda for and take minutes for various CTE meetings.
- Maintain the highest level of confidentiality on personnel and departmental issues.
- Manage a variety of documents (computer and hard copy including confidential files) to ensure accurate, up-to-date information is available.
- Prepare and process various district documents to meet district, state, and/or federal regulations and needs..
- Attend and/or schedule meetings and training as required.
- Maintain consistent presence at assigned worksites and regular work hours.
- Professionally interact with students, staff, and public.
- Comply with all district policies and procedures.
- Perform related duties as assigned.
- Part IV: Minimum Qualifications:

Minimum Qualifications:

Minimum of two (2) years of experience working in a K-12 educational setting. Minimum of two (2) years of experience working with Career and Technical Education programming. Minimum of two (2) years of experience working with grants and budgets. Experience working with the Recruiting Washington Teachers (RWT) program and the Bilingual Educators Initiative (BEI).

Desired Skills:

Strong oral and written communications in English, Bilingual desirable; ability to work with diverse groups, on and off campus; excellent organizational skills with the ability to manage logistical details; computer skills, including Microsoft Office and database management. Demonstrated commitment to promote equitable access and educational achievement of diverse students.

- Consistently listen, write, and speak in a clear and concise, well-organized manner
- Consistently problem-solve, seek new responsibilities, proactively prioritize, and multi-task
- Consistently resolve customer inquiries in a positive and timely manner
- Consistently treat people with respect, dignity, and fairness
- Consistently participate and support team ideas, changes, and decisions
- Consistently demonstrates technical expertise and practical knowledge of the job
- Consistently produces thorough, accurate work and meets timelines
- Consistently demonstrates a positive attitude and supports other through positive communication
- Consistently offers help when help is needed
- Consistently seeks to acquire new skills to demonstrate self-improvement
- Consistently demonstrate a high level of confidentiality

Work Environment:

Employee would be housed one day in the Marysville Getchell HS Career Center, one (1) day in the Marysville Pilchuck HS Career Center, and three (3) days at the MSD Service Center.

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.

Evaluation

This position will be evaluated by the CTE Director.

Classification History:

Job description developed August 2021