

MODESTO CITY SCHOOLS

JOB DESCRIPTION

CAREER TECHNICAL EDUCATION SPECIALIST

DEFINITION:

Under the direction of the Senior Director, Alternative and Vocational Education, perform record-keeping, auditing, compiling data, manipulating and reporting on student attendance, enrollment and related information; communicate and provide information and assistance to District and State personnel in gathering and reporting attendance enrollment and related information in compliance with District, County and State regulations; provide guidance about specialized training for Regional Occupational Program District staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate resources, information and communications between teachers, administrators, staff, outside organizations and the public to assure smooth and efficient department, program and curriculum and professional development activities; perform responsible and complex data analysis duties related to record-keeping for assigned programs including auditing, compiling, manipulating and reporting data on student attendance, enrollment and related information.
- Research and provide information and materials to teachers concerning educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies; maintain updated and timely materials on career technical education courses, requirements, standards and career pathways; ensure course codes for career technical courses are updated on District computer systems; update course outlines.
- Establish and maintain contact with community organizations to facilitate and enhance local involvement in occupational and other career and technical education programs; communicate and provide information and assistance in gathering and reporting attendance enrollment and related information; promote assigned programs to the community through correspondence, presentations and oral communications.
- Prepare and maintain career technical education activity reports and other records and analyses related to average daily attendance and student participation; coordinate activities with district and County schools personnel to ensure timely completion of reports as mandated by the State; schedule, coordinate, audit and print monthly District and County schools attendance registers for assigned programs; monitor and revise the output and processing of District records and reports to assure accuracy and proper completion of reports.
- Coordinate and conduct training sessions, workshops and other professional development activities for teachers and other personnel in assigned career and technical education programs and related instructional activities; prepare and deliver oral presentations; prepare related training and support materials; assist teachers in the selection, development and implementation of instructional materials.
- Set up, maintain and implement program-wide student information system; utilize computerized attendance tracking and scanning system; enter absence codes, program changes and other student attendance information into the system; provide assistance and guidance to District personnel utilizing the data from the student information system.
- Serve as a technical resource to personnel, outside organizations and the public regarding career and technical education curriculum and programs; respond to inquiries and provide detailed and technical information where judgment, knowledge and interpretation of curriculum and program standards, guidelines, requirements and procedures are required.
- Review and evaluate program, curriculum and staff development activities for effectiveness; provide recommendations concerning related programs and functions to enhance educational quality in assigned curriculum and program areas; act as a resource and provide specialized training for ROP District staff

- Prepare and maintain a variety of records and reports related to curriculum, programs, instructional materials, professional development, personnel, financial activity, grants and assigned duties; process and evaluate various forms and applications as directed.
- Communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns; contact outside organizations to request information and materials as necessary; prepare and distribute related correspondence, curriculum documents and informational materials; contact teachers, administrators, work experience coordinators and others as needed to verify the accuracy and consistency of the reporting policies and practices.
- Operate a variety of office and instructional equipment including a copier, fax machine, overhead projector, computer and assigned software; drive a vehicle to conduct work.
- Attend and participate in a variety of assigned conferences and meetings.
- Communicate with Director, School-to-Career to establish priorities and work flow to meet critical timelines; assist the Director, School-to-Career with student data information for various grants and special reports; participate in the preparation of assigned budgets and/or expenditure projections of the districts.
- Operate a variety of standard office equipment including a computer and assigned software; utilize and search various websites.
- Perform a variety of clerical tasks in support of the assigned office including answering phones and responding to questions from teachers, administrators, community members, parents and staff; collect e-mail messages as assigned; receive and distribute mail; type correspondence, memorandums and other materials as requested.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school, or equivalent and two (2) years college-level course work in accounting, bookkeeping or related field and three (3) years increasingly responsible clerical experience, including one-year experience involving maintaining ROP student attendance records and statistics.

Licenses and other Requirements

- Valid California Class C driver's license.
- Must provide a DMV printout within five (5) work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.
- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.

DESIRED QUALIFICATIONS:

- Two (2) years college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.
- Knowledge of and ability to use graphics and desktop publishing programs to develop and produce correspondence, reports, publications, presentations and projects.
- Knowledge of school operation, policies, regulations and procedures.

Knowledge of:

- Practices, procedures and techniques related to career technical education and career preparation.
- Instructional techniques and strategies related to assigned programs and subject areas.
- Policies and objectives of assigned programs and activities.
- Career Technical education instructional materials related to assigned curriculum areas and programs.

- Applicable laws, codes, regulations, policies and procedures.
- Practices and procedures used in the development of instructional and training programs.
- Research methods and report preparation techniques.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Principles and practices of supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.
- Operation of a variety of standard office equipment including a computer and assigned software.
- Public speaking techniques.
- Technical aspects of field of specialty.

Ability to:

- Participate in the development and implementation of standards for assigned career and technical education programs.
- Serve as a technical resource to personnel, outside organizations and the public regarding curriculum and program standards, guidelines, requirements and procedures.
- Coordinate resources, information and communications to assure smooth and efficient department, program and curriculum and professional development activities.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Provide information to teachers concerning educational practices, instructional material guidelines and requirements, curriculum development and instructional strategies.
- Coordinate and conduct training sessions, workshops and other professional development activities.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare and deliver oral presentations.
- Meet schedules and time lines.
- Plan and organize work.
- Maintain a variety of records.
- Research information and prepare reports.

WORKING CONDITIONS:

Work Environment:

- Indoor office environment.
- Drive a vehicle to conduct work.

Physical Demands: The physical demands 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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations.
- Bending at the waist, kneeling or crouching.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 6/22/2010

Unit Approved: 6/30/2010

Board Approved: 7/12/2010

FLSA Status: Non Exempt

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