

COORDINATOR, TECHNICAL AND CAREER EDUCATION

GENERAL RESPONSIBILITIES

The Coordinator is responsible for the planning, coordinating, staff development training, and assessment of the Trade and Industry Education Program. The employee is responsible for keeping abreast of changing technology, and labor market trends to ensure that students are receiving the information necessary to make them successful. Develops and nurtures partnerships with schools, businesses and our community.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manage all aspects of the Trade and Industry Education programs available at each Center in accordance with local, state, and national guidelines.
- Identify, assess, develop, implement, promote, and evaluate curriculum and instructional materials and methods for new and on-going industry training programs.
- Review and analyze assessment data for the assigned program.
- Facilitate the curriculum development and equipment/material acquisition of new Trade and Industry programs.
- Coordinate the three-member Vocational Evaluation Center.
- Facilitate in the development of curriculum and teacher training for the middle school course, Career Skills.
- Conduct textbook adoption process and/or workshops.
- Research, review, purchase and assist with the implementation of new certification programs.
- Prepare and monitor the program's budget.
- Facilitate staff development activities for teachers.
- Maintain a cooperative working relationship with the staff to support and enhance offerings.
- Work collaboratively with staff members of Curriculum and Instruction and other departments, as assigned.
- Maintain a continuing dialog between the secondary, post secondary and the business community concerning needed updates and programs.
- Organize advisory committees to provide course leadership and guidance.
- Assist Skills USA student club sponsors and participates in regional and state conferences and competitions.
- Co-chair the Career Connections Committee and TCE Vertical Team Initiative between middle and high school TCE programs.
- Serve as a representative for the Tidewater Tech Prep Consortium Executive Committee.
- Serve as a member of divisional and institutional committees and participate in professional organizations and division committees.
- Perform other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must possess a thorough knowledge of the principles and practices; of curriculum, instruction, and assessment; comprehensive knowledge of specialty area; knowledge and effective skills textbook selection, curriculum development and budget development. Must have the ability to analyze information and evaluate results to choose the best solution and solve problems; ability to guide and train teachers in effective instructional techniques and strategies; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school administrators, teachers, staff and the general public.

EDUCATION AND EXPERIENCE

Master’s Degree in education administration and a minimum of five (5) years of successful classroom teaching experience in the technical career education field. Certification in Administration and Supervision PreK-12-Central Office Only or Administration and Supervision PreK-12 required

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling; must be able to lift a minimum of 50 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license

FLSA status: Exempt	Description: Rev. 1/11
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