

Narragansett School System

TITLE: CTE Coordinator (.2)

JOB DESCRIPTION:

The CTE Coordinator will be directly under the supervision of the Principal in consultation with the Director of Curriculum. He/she will assist the administration in the development, implementation, supervision, and evaluation of CTE programs in the high school.

QUALIFICATIONS:

- Experience in designing and implementing district-wide systems to update and implement curricula.
- Demonstrated ability to lead teachers in collaborative professional learning sessions.
- Experience teaching at multiple grade levels
- Demonstrated ability in using assessment data to inform instruction
- Ability to work collaboratively with CTE and special education teachers regarding student performance
- Demonstrated experience in monitoring students' progress and making appropriate adjustments to instruction when necessary
- Ability to develop and monitor program budgets
- Ability to administer local, state, and federal grant applications, programs, and reports
- Ability to coordinate student recruitment, application, and retention efforts
- Ability to work with school and central administration
- Knowledgeable about Microsoft software applications (Word, Excel), database programs, and Google docs

DUTIES AND RESPONSIBILITIES:

1. Work with the Director of Curriculum to design a continuous improvement cycle to design and update curricula in CTE programs.
2. Design and monitor CTE program budgets and other administrative needs.
3. Work with administrators to document change over time. The CTE Coordinator is a part of a district wide initiative to promote change and alignment of instruction across grade levels.
4. Work with teachers to use assessments, student work, and other data to analyze current practice and identify areas for improving and alignment curriculum and instruction across and within programs.
5. Give presentations, facilitate meetings, and coordinate timelines for all program needs.
6. Demonstrate evidence of their own continuing professional development and be willing to participate in specified training in order to continue to be able to assist the growth of the CTE program.
7. Maintain accurate records and prepare reports for the school and district for submission to the state.
8. Conduct program monitoring and evaluation.
9. Represent the district at statewide sessions for CTE curriculum or assessment development.
10. Complete duties as otherwise assigned in relation to CTE program development.
11. Work hours will be flexible to accommodate program needs.