



JOB DESCRIPTION

JOB TITLE: Coordinator of Career and Technical Education

LOCATION: Rowanty Technical Center

IMMEDIATE SUPERVISOR: Rowanty Technical Center Principal

PAY GRADE: Administrator

FLSA STATUS: Exempt

GENERAL DEFINITION OF WORK

Supports secondary curriculum, instruction and career readiness initiatives to ensure a coordinated system of career-centered experiences to students at Rowanty Technical Center. Works collaboratively with administrators, teachers, and other personnel or partners, as identified. Assists with other duties, as assigned, associated with the successful operation of a regional technical center.

ESSENTIAL FUNCTIONS

The minimum performance expectations include, but are not limited to the following actions:

- Assists and works with the principal in recruiting, registering, and scheduling new students.
- Partners with school counselors and school administrators to ensure that students are provided the proper information to make decisions regarding program placement.
- Leads and communicates the development, implementation and expansion of all components of career readiness initiatives and programs.
- Provides and coordinates activities for students to develop employability skills.
- Facilitates business, education, and community partnerships that provide career readiness opportunities for students and support CTE.
- Functions as a coordinator of CTE curriculum, instruction, and assessment; coordinates the selection of instructional supplies, equipment, textbooks, and other resources.
- Assists in curriculum planning and reviews weekly lesson plans.
- Plans and facilitates workshops and other professional development programs designed to optimize delivery of career readiness instruction in the classroom.
- Engages in research related to CTE curriculum development and specific instructional programs; analyzes data to make informed instructional decisions.
- Communicates the approved VDOE and industry-specific CTE-related curriculum to the professional staff and maintains documentation of approved instructional materials.
- Supports the supervision of classroom instruction; models effective instructional strategies and demonstrates appropriate use of instructional materials.
- Coordinates and manages specific academic, co-curricular, and grant-related programs.
- Engages in professional growth opportunities to remain current with trends, demands, and emerging careers in a rapidly changing workforce; communicates all relevant information to stakeholders.



- Helps to coordinate the Rowanty industry certification assessment program.
- Helps to gather and submit data for state reports related to career and technical education courses and industry certifications.
- Collaborates with local community colleges, universities, business organizations, and related agencies to provide college and career pathway opportunities for students.
- Provides day-to-day assistance and guidance to help ensure student success in all programs.
- Assists the principal with other duties, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Must demonstrate excellent classroom management skills and effective disciplinary strategies and techniques. Must possess a comprehensive knowledge of the current issues, principles, and practices in public school education and CTE and the ability to apply them to the needs of a school. Must possess knowledge and effective skills in curriculum development, instructional practices, interpretation of test data, and special education. Must possess the ability to plan and supervise the work of others. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and the public. Must have experience in delivering professional development, guiding teachers in instructional techniques, and possess excellent organizational and communication skills.

EDUCATION AND EXPERIENCE

Candidate must hold a current, license as a K-12 Administrator through the Virginia Department of Education. Candidate must have a minimum of three years of satisfactory instructional experience and has worked in an administrative role. It is desired that candidate possess experience in college/career readiness.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Duties performed typically in school settings to include classroom, technical lab, business site off campus. Frequent walking, standing, light lifting commiserate with physical expectations for instructors, and other limited physical activities are required. Occasional travel with students on field trips may be necessary. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Occasional lifting of equipment weighting up to 50 pounds may be required. Daily personal and close contact with students to provide classroom management and learning environment support is required. Regular contact with other staff members and parents is required. Frequent contact with parents by phone and in person as necessary.

EVALUATION

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.



APPLICATION

Candidates may apply through the Prince George County Public Schools website under “Employment.” A resume and three letters of recommendation should be attached to the online application.