

August 19, 2016



RECRUITMENT ANNOUNCEMENT-Butte County

- JOB TITLE:** **Coordinator-CTE Programs & Services**
Must have California Teaching Credential in area of Career Technical Education
- WORK YEAR:** **7.5 hrs per day/Monday-Friday/12 months/Full-time**
- START DATE:** **As soon as possible**
- SALARY:** **Salary Schedule 01B Range 12/A-F \$67,498.00-\$86,147.00 (DOE)**
- BENEFITS:** **Medical/Dental/Vision for employee and dependents**
Annual benefits package worth \$11,052.00
Life Insurance provided for employee at \$50k
- AREA OF ASSIGNMENT:** **CTEC Chico; travel required**
- TO APPLY:** **Visit: <https://www.edjoin.org/Home/JobPosting/843202>**
- DEADLINE:** **Friday, September 9, 2016 at 4:00 p.m.**

DEFINITION:

Under direction of the Sr. Director, CTE Programs & Services Coordinator supervises various Career Technical Education (CTE) grants and contracts administered by the Career Technical Education Center (CTEC). The Coordinator participates in assigned activities with other departments within the Butte County Office of Education, coordinates and communicates with CTEC staff, school districts and administers daily grant and contract related activities. The Coordinator assures adherence to grant and contract requirements and monitors grant and contract deliverables. The Coordinator serves as a resource to CTE teachers and administrators in matters related to curriculum and instruction and professional development.

EXAMPLES OF DUTIES (May include, but is not limited to the following)

1. Assist the Director in planning the annual grant and contract calendar of events
2. Represent the CTEC at meetings, workshops & related events
3. Assist with the coordination of school district interests and input related to CTE grants and contracts
4. Attend and delivers presentations at various statewide meetings & conferences
5. Make public appearances and give effective oral presentations
6. Assist in the long range planning of CTE related instruction
7. Produce and submit for approval official grant and contract proposals
8. Research grant and contract opportunities related to CTE
9. Participate in the ROP – CTE program review process
10. Assist with selection of employee positions related to CTE
11. Prepare required reports related to CTE grants and contracts
12. Assist CTE & ROP teachers in the identification and implementation of sound instructional practices
13. Assist with the coordination of articulation, dual enrollment and course sequencing with area high schools and community colleges

14. Assist with pathway development, course sequencing and assigning of CBEDS codes
15. Participate in professional association activities

QUALIFICATIONS

KNOWLEDGE OF:

1. Laws and regulations (Education Code and Title 5)
2. Current Career Technical Education and Academic Content Standards
3. Current trends related to Career Technical Education
4. Career and technical training needs locally, regionally and statewide
5. Best practices in CTE
6. Funding opportunities related to CTE
7. Basic computer and technology skills including Microsoft Word, Excel and Outlook
8. Online delivery of professional staff development and training

ABILITY TO:

1. Organize and coordinate effective CTE grant and contract acquisition, review and reporting
2. Make public appearances and give effective presentations
3. Develop and maintain positive relationships with school districts and partner agencies
4. Assist in budget development and review
5. Serve as a resource to school districts for the purpose of supporting CTE in the schools
6. Travel throughout the area of service

EXPERIENCE AND TRAINING:

1. Bachelor's Degree preferred
2. California Teaching Credential in an area of Career Technical Education
3. Experience working with and oversight of CTE related grants
4. Minimum of five years of successful teaching
5. Valid California Drivers' License, automobile insurance and own transportation
6. Administrative experience preferred

PHYSICAL REQUIREMENTS:

Rarely (5%)

Ability to lift 40 pounds

Occasional (less than 25%)

Ability to stand for extended periods of time

Safely operate a motor vehicle

Ability to bend and twist and stoop

Ability to carry 25 pounds

Very Frequent (76%)

Ability to see for purposes of reading printed matter and observing students

Ability to hear and understand speech at normal levels

Ability to operate office equipment for completion of forms, grants and reports

Ability to work at a desk, conference table, or in meetings of various configurations

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

OTHER:

1. To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.
2. **FINGERPRINTING FOR CONDUCTING A BACKGROUND INVESTIGATION IS REQUIRED and completed upon offer of employment.**

TO APPLY:

Visit: <https://www.edjoin.org/Home/JobPosting/843202>

Online applications only; no paper copies will be accepted. All online applications must be accompanied by the following attachments; (incomplete applications will not be accepted):

- **Cover Letter**
- **Resume**
- **Three Letters of Recommendation**
- **Bachelor's Degree (preferred)**

Butte County Office of Education
Attn: Human Resources
1859 Bird Street, Oroville, CA 95965
Email: lkawasaki@bcoe.org

Affirmative Action/Equal Employment Opportunity/Handicapped IX Employer
Deaf individuals may use the toll-free California Relay Service (CRS). If you have a TTY: (530) 532-5650. If you do not have a TTY: 1-800-735-2922. Upon CRS connection, ask for 530-532-5785 for more information about this recruitment.