

EMPLOYEE NAME: _____

 Revised: 12/94; 5/95; 3/96; 2/98; 6/00; 5/04; 3/06; 5/08; 7/11, 5/12;
 8/12; 1/12; 8/12; 10/12; 10/16; 6/18; 7/23;8/23

JOB DESCRIPTION

POSITION TITLE: Coordinator, CTAE YAP	JOB CODE: 670B
DIVISION: Academic – Teaching & Learning	SALARY SCHEDULE: Coordinator
DEPARTMENT: Applied Learning and Design	WORKDAYS: Annual Administrative Employees
REPORTS TO: Supervisor, CTAE	PAY GRADE: CC5 (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Plans, recommends, organizes, and coordinates the wide variety of work-based learning (WBL) programs, dual enrollment (DE) and articulation, and all CTAE programs.	

REQUIREMENTS:

1.	Educational Level: Master’s degree required
2.	Certification/License Required: Valid Georgia Leadership Certificate, Valid Georgia Grades 6-12 CTAE- related Teacher Certification; Completion of GaDOE/PSC Work-based Learning Endorsement Training and NCPN Career Pathways Leadership Certification preferred
3.	Experience: 3 years Grades 6-12 or post-secondary CTAE instructional experience and 2 years’ experience in work-based learning management related to coordinating apprenticeships and internships.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; planning; project management; organization; public relations; leadership; ability to present information to students, business/industry representatives, and parents; knowledge of CTAE curriculum programming

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Coordinates, administers, and monitors all WBL/DE programs in accordance with federal, state, and district rules, regulations, and guidelines for Work-Based Placement (Youth Apprenticeship).
3.	Coordinates, administers, and monitors curricular and co-curricular aspects of the CTAE programs under guidelines of SACS guidelines, Georgia Performance Standards, federal and state regulations, local directives, and Career Tech. Student Organization (CTSO)r directives.
4.	Coordinates WBL programs with the industry, businesses, post-secondary institutions, private business schools, GA Department of Labor, and Cobb Chamber of Commerce to establish sponsors and work sites.
5.	Determines WBL, DE, and CTAE program criteria; maintains, reviews, and updates district’s CTAE online curriculum. Prepares DE/WBL reports required by the GaDOE.
6.	Coordinates with WBL facilitators and applicable staff in selecting and placing students into appropriate programs and/or work site locations. Monitors, offers guidance, and provides C-Net Database training to all WBL facilitators.
7.	Projects WBL/DE budgetary needs, monitors, and allocates the Youth Apprenticeship grant.
8.	Coordinates and provides in-service staff development training for DE/WBL instruction to WBL facilitators and for career exploration instruction to CTAE instructors. Participates in professional growth activities associated with, WBL programs, and CTAE curriculum.
9.	Coordinates the District’s WBL Programs Advisory Council, and serves as the district representative on all post-secondary advisory council(s).

10.	Represents the District at national, state, and regional DE/WBL and I CTAE program meetings, workshops, conferences, and the GaDOE Five-Year Perkins Compliance Review Teams.
11.	Works cooperatively with the Purchasing Department in developing and evaluating bid specifications and bid awards related to CTAE programs. Reviews plans and specifications for CTAE programs in new or renovated facilities and assists in the maintenance and operation of CTAE programs labs.
12.	Assists in the coordination of the system's Governor's Honors Program CTAE nominees, and advises/mentors those selected to represent the District in the State's interview selection process.
13.	Coordinates all dual enrollment program opportunities, including articulation credit acquisition, with local technical colleges, as well as local Board of Regents and private post-secondary institutions.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____