



EMPLOYEE NAME: \_\_\_\_\_

Created: 2/17/14; 4/14; 6/18; 8/23

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Coordinator, CTAE	<b>JOB CODE:</b> 670B
<b>DIVISION:</b> Academic	<b>SALARY SCHEDULE:</b> Coordinator
<b>DEPARTMENT:</b> Applied Learning & Design	<b>WORKDAYS:</b> Annual Administrative Employee
<b>REPORTS TO:</b> Supervisor, CTAE	<b>PAY GRADE:</b> CC5 (5, 6, 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Plans, recommends, organizes, and coordinates all CTAE program elements to include dual enrollment (DE) and articulation, end of pathway assessment, program equipment inventory, and program industry certification.	

**REQUIREMENTS:**

1.	Educational Level: Master’s degree required
2.	Certification/License Required: Valid Georgia Educational Leadership Certificate or Director of Technology/Career Education
3.	Experience: 3 years teaching experience; 2 years of leadership experience (Department Chair, Instructional Lead Teacher, etc.); proficiency in the use of generally recognized administrative/management computer applications
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.	Keeps informed of federal and state regulations needed to maintain equipment and labs in CTAE programs.
3.	Assists with the review of new construction and remodeling of CTAE labs (CTAE lab compliance, building code compliance, coordination between vendors and Technology Services).
4.	Analyzes technology equipment needs for CTAE programs.
5.	Coordinates the inventory assets, transfer and/or removal of CTAE lab equipment.
6.	Assists with coordinating the Industry Certification process for CTAE programs.
7.	Assists with coordinating the test administration of Ga DOE End of Pathway Assessments (EOPAs) and other assessments.
8.	Makes information and training, on instructional practices, available to teachers and works with instructional staff to improve instruction in the assigned areas.
9.	Plans meetings with community stakeholders (Chamber of Commerce, Advisory Committees, Industry Partners).
10.	Attends statewide planning, training and informational meetings.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_