



Mgr 4 / 9-12 CTE

Purpose Statement

The job of Mgr 4 / 9-12 CTE is done for the purpose/s of providing students with information regarding work based learning, distance learning, concurrent enrollment credit, career, and/or post high school educational opportunities; administering interpreting career assessment tools; planning onsite presentations; maintaining a variety of print and electronic records; and assisting with the ongoing department programs.

This job reports to Building Principal

Essential Functions

- Assists work-based learning coordinator, career counselors and career technical teachers for the purpose of supporting program objectives.
- Assists students (e.g. internships, financial aid, college materials, applications, online registration, scholarships, etc.) for the purpose of supporting activities necessary for securing financial aid for post graduation academic and/or vocational opportunities.
- Conducts student workshops, orientations, and/or presentations (e.g. work based learning, distance learning, concurrent enrollment, etc.) for the purpose of providing students with information regarding occupational programs, college credit programs, and/or post high school opportunities.
- Consults with SEOP students and their parents for the purpose of reviewing graduation and post graduation opportunities.
- Coordinates presentations (e.g. college and university recruiters, vocational institutions, business professionals, etc.) for the purpose of enhancing students' access to educational and career opportunities.
- Maintains a variety of confidential and non-confidential manual and electronic lists, files, and records (e.g. Work based learning, Post high school organizations, SEOP, CTE Skills certification testing, state disclosures, applications, scholarships, test scores, grades, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Observes work-based learning students (e.g. work site observations, etc.) for the purpose of monitoring students and evaluating for course credit.
- Participates in a variety of meetings, in-services, and workshops (e.g. university/college conferences, class visits, community service group meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs a variety of clerical and secretarial duties (e.g. typing, copying, filing, collating, answering phones, scheduling appointments, etc.) for the purpose of supporting the students, work-based learning, Automotive Youth Educational Systems program operations and concurrent enrollment.
- Prepares a variety of documents, reports, and written materials (e.g. individual awards, invitations, event programs, bulletins, reports, newsletters, annual academic update report, etc.) for the purpose of communicating information to parents, students, and staff; providing written support, developing recommendations and/or conveying information.

- Researches educational and/or career opportunities for the purpose of providing students with information on educational and/or career opportunities.
- Responds to students, teachers, parents, counselors, business leaders, community leaders, vocational school representatives, and college personnel for the purpose of conveying and/or requesting information.
- Schedules career and/or vocational assessments of students' interests and abilities for the purpose of evaluating career options.
- Solicits information and/or materials from colleges and other organizations (e.g. college, trade/technical schools, college videos, etc.) for the purpose of providing additional resources for students and parents.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment and office technology; planning and managing projects; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar, spelling and punctuation; knowledge of community resources; methods of instruction and training.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of diverse backgrounds; maintaining confidentiality; meeting deadlines and schedules; organizing tasks; working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

Continuing Education Requirements

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

