



CTE Perkins & STEM TOSA

Purpose Statement

The job of CTE Perkins & STEM TOSA is done for the purpose/s of assisting the CTE Director and providing support to the instructional processes of CTE education; coordinating the Federal Carl Perkins CTE goals including increasing non-traditional student participation in non-typical gender courses and assisting CTE teachers in recognizing and integrating core content areas of knowledge into their CTE courses; understanding STEM integration practices and 21st century skill dispositions used in CTE education programs; assisting in sharing CTE career option information with K-12 students and their teachers; and consulting with instructors and assisting in teaching the "Careers in Education" course which may issue concurrent enrolment credit.

This job reports to CTE Director

Essential Functions

- Assists with the transportation and supervision of CTSO students for the purpose of providing students with participation experiences at State and Region competitions.
- Assists in designing and maintaining the District CTE Webpage for the purpose of providing current, relevant information to the public and other interested parties.
- Attends State and/or Region meetings for the purpose of gathering and disseminating information obtained to the appropriate individuals.
- Collaborates with university staff and high school teachers of the Careers in Education courses for the purpose of providing ideas and direction for how to help high school students understand the role of elementary teachers.
- Collaborates with others regarding the Carl Perkins CTE goals for the purpose of assisting teachers in improving District success in the areas of focus for Carl Perkins funding.
- Contacts community partners, in coordination with high school work-based learning coordinators, for the purpose of developing additional opportunities for students.
- Monitors and tracks the progress of Carl Perkins Goals for the purpose of providing suggestions for ways to improve performance in these areas.
- Participates on committees as assigned by the CTE/Science/STEM Director and may also be called upon to design agendas, keep notes of committee meetings and schedule or coordinate meeting times and locations. for the purpose of learning, conveying and gathering information required to perform functions.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Possesses a working knowledge of problem-based learning strategies for the purpose of integrating concepts between different areas of study as they relate to these strategies.
- Tracks the placement data of CTE students for the purpose of fulfilling the requirements of the Federal Carl Perkins Grant.
- Works with District STEM coordinator for the purpose of establishing CTE connections and field experiences for teachers in the Elementary STEM Endorsement Program.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical 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 including using pertinent software applications; preparing and maintaining accurate records.; analyzing data; applying curriculum and instructional techniques; facilitating meetings; promoting activities and/or events.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities; lesson plan requirements; job-related codes/laws/rules/regulations/policies; knowledge of community resources; methods of instruction and training.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: ability to establish and maintain constructive relationships; ability to adapt to changing work priorities; ability to maintain confidentiality; organizing tasks; setting priorities; working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing

Applicable Praxis Test completion

Certificates and Licenses

Valid Utah Teaching License
Elementary Teaching Experience preferred

Continuing Educ. / Training

BA, BS degree in related area with increasing levels of job-related experience may substitute for MA Degree.
Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

3/20/2017

Salary Grade

Lane 5 Master's
Degree