

Killeen Independent School District Job Description

Job Title: CTE Program Advisor
Reports To: Principal, Career Center
FLSA Status: Exempt

SUMMARY

Provides career and technical education (CTE) students with co-curricular activities and events from which to choose for career development and post-secondary exploration and to coordinate opportunities for Killeen ISD students and staff, community members and industry partners to explore and enhance career and technical education at the Career Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Establishes, maintains, and distributes the Career Center's master calendar and all daily announcements.

Plans and coordinates all Career Center assemblies, tours, productions, and CTE recruitment programs.

Develops and initiates programs through which CTE students and faculty can communicate with one another.

Plans and coordinates CTE participation in district and community events.

Plans and coordinates events promoting college and career readiness to include college and career fairs and presentations, and CTE student visits to post-secondary institutions.

Hosts visiting groups; recruits, trains, and schedules student volunteers to serve as CTE guides for parents and other visitors to the Career Center.

Secures and assigns personnel to expedite activities and provides proper supervision and security for all student activities at the Career Center (custodian, sponsors, and chaperone).

Coordinates and supervises activities of school and civic groups at the Career Center.

Serves as liaison between school and media concerning CTE publicity, events, and activities.

Participates in and supports CTE program development and evaluation at the campus and district level.

Supervises and appraises CTE classroom teachers using the teacher appraisal system.

Evaluates and reviews the performance of CTE personnel, as needed.

Oversees CTE teachers in their classrooms and offers suggestions about curriculum, lesson planning and techniques and student discipline, as needed.

Coordinates selection of CTE students for special awards.

Recruits and orients sponsors for Career and Technical Student Organizations (CTSOs).

Administers and coordinates membership requirements, financial activities, and competitions for all CTSOs.

Maintains a file on CTSO information (constitution, list of officers, members, and fundraising activities).

Approves posters and print communication to be distributed or displayed for CTE students, faculty and staff at the Career Center.

Attends workshops and conventions for professional development.

Delivers supplies to CTE faculty and staff, as needed.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises assigned teachers and staff. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning and directing work; appraising performance; and addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree and three years of teaching experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Principal Certificate

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: April 8, 2019

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.