

Henderson County Schools

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TO: Lisa Baird, Mike Waller, Tracey Williams, Sally Sugg, and Wes Smith

FROM: Marganna Stanley

DATE: September 9, 2018

RE: CTE Career Coach

Please see the attached job description for a CTE Career Coach. This position will require a Rank II with three (3) years of experience in an educational setting. The Career Coach will earn a \$3,000 stipend aligned with our Instructional Coaches.

It is the recommendation of the administration to establish this position for the 2018-2019 school year.

CTE Career Coach

1. Shall coordinate the development, modification, and implementation of CTE Career Pathways under direction of the CTE Unit Principal.
2. Shall coordinate the development and modification of the HCHS Course Offerings booklet.
3. Shall coordinate the scheduling of CTE students to ensure program enrollment and career pathway completion.
4. Shall coordinate all Career related activities including but not limited to: 8th grade tours, Elementary and Middle School Career Day activities, and the HCHS CTE Career Fair, industry tours.
5. Shall coordinate all activities related to non-traditional recruiting & retention.
6. Shall coordinate guest speakers, college visits, and career related field trips.
7. Shall coordinate with the proctoring/administration of KOSSA, and all Industry Certification Exams.
8. Shall coordinate the requirements set by the state for CTSO's.
9. Shall analyze data and TEDS reports.
10. Shall assist with evidence collection and organization for Program Assessment/Program Review.
11. Shall assist with the data collection, monitoring, and communication of transition data.
12. Shall assist with Work Based Learning informational parent meetings and assist with the placement of Work Based Learning students.
13. Shall act as the AYES/ASE program Coordinator.
14. Assist program teachers with curriculum changes to meet state and school standards.
15. Shall assist with the development of dual credit opportunities under the direction of the CTE Unit Principal.
16. Assist students with transitioning into the workforce or college, and keeping abreast of opportunities that are arising from the work force cabinet.
17. Shall assist with the development and maintenance of apprenticeships under the direction of the CTE Unit Principal.
18. Shall assist with the NTI review program for staff.
19. Shall serve as a resource for teachers and students.
20. Shall serve on committees and attend other meetings as required.
21. Shall complete all other duties as assigned by the principal.

Certified position reporting to the CTE Assistant Principal.

Qualifications: Master's degree; non-degree fifth-year program or Rank 2 status. Must hold a valid Consultant, Supervisor of Instruction or Principal certification. Three years of experience in an educational setting.