



NEW: Submitted:
07/01/2022 06/28/2022

JOB TITLE:	CAREER AND TECH STUDENT ORGANIZATION CTSO ADVISOR
DIVISION	ACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	EXTRA SERVICE SALARY SCHEDULE
WORK YEAR:	SCHOOL YEAR
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Serves as a Career and Tech Student Organization (CTSO) advisor for an associated non-profit career-based group associated within the school for students in Career Technical Education (CTE) pathways. The CTSO activities are infused into the classroom instructional program of each course in the pathway. Has an influence on chapter development, as well as gaining the support of school administration and the community for the CTSO and its activities (as outlined in the Chapter's Program of Work). Will meet with other teachers in the CTE program area to share information and resources and to gain their support for the CTSO chapter as scheduled by the District lead/coordinator. Meets with other teachers in the CTE program area to share information and resources and to gain their support for the CTSO chapter as scheduled by the District lead/coordinator.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Establishes standards consistent with school policies, state and national organization's bylaws with consideration of equitable practices with the structure of the Chapter (fees, required dress, etc.)

Conducts regular chapter meetings, and ensures that they are conducted in a businesslike manner using parliamentary procedure; uploads agendas and minutes to the Google folder

Assists the student members to develop an annual program of work, which includes a budget, calendar of events and committee assignments

Encourages advocacy and civic responsibility through professional conferences, chapter activities, school improvement projects, and support of community activities

Assists in the maintenance of necessary chapter records: financial, membership, state and national dues reporting, annual reports of activities, financial development projects, etc.

Plans, collects, and arranges materials to promote the chapter and its events

Ensures that the school, administration, faculty, students and the public are informed of chapter activities and outstanding student achievements

Recruits and coordinates the preparation of a diverse student membership for participation in local, regional, state and national activities and competitive events

Understands the guidelines for regional, state and national competitive events and coordinates participation at all levels

Oversees financial development projects (per school's policy); collects, counts, deposits, monitors and distributes ordered or produced merchandise

Supervises the receipt, recording, depositing and expenditure of chapter funds

Affiliates with CTSO as Official Advisor

Uploads all required artifacts to the identified platform to assure adherence to Quality CTSO Indicators

Participates in a minimum of 2 (one-hour) district-wide CTSO Advisor PD sessions annually

Submits all required payroll paperwork on or before the deadline

Adheres to all District and professional ethical guidelines and standards
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor
PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.
MINIMUM QUALIFICATIONS
Must have a valid teaching certification appropriate for the Career and Technical Education Student Organization
Experience working with school-age children
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience in a diverse workplace