

CTE Liaison

(Extra Service Position)

QUALIFICATIONS:

- Certification in guidance and counseling by Kentucky Department of Education
- At least one year of successful classroom teaching experience.
- Background in CCR/Post-Secondary Readiness, CTE pathways, TEDS, and Graduation Requirements.

REPORTS TO: Building Principal/Director Federal Programs

SUPERVISES: Not Applicable

JOB GOAL: To assist students in overcoming problems that impede learning and assist them in making educational, occupational and life plans that hold promise for their personal fulfillment as mature and responsible citizens. To assist the Career and Technical Education Coordinator in planning, developing, and implementation of quality Career and Technical Education programs that will enhance the students' employability skills. .

CTE Liaison:

The CTE Liaison will collaborate closely with the CTE Coordinator, CTE teachers and High School Administration.

Responsibilities include:

- Work closely with the CTE Coordinator and secondary schools (grades 6-12) to promote CTE programs, fostering partnerships with local businesses, industry representatives, and community organizations.
- Assist the administrative team and counseling department with master scheduling to ensure proper sequencing of CTE courses, ensuring students are placed in appropriate courses and that their progression through the required pathway is monitored for successful completion.
- Provide guidance to students on career exploration and coordinate efforts with the counseling department to facilitate student placement, monitor progress, and promote the attainment of relevant industry certifications.
- Partner with community members and CTE teachers to develop internship opportunities, cooperative education (Co-op) programs, and industry presentations to enhance student learning.
- Promote CTE programs through outreach, marketing, and communications efforts targeting parents, guardians, schools, and the wider community to increase awareness and participation.

- Gather, analyze, and report CTE-related data to the district CTE Coordinator. Help develop strategies to improve instruction and student performance based on this data. Additionally, assist with data entry related to seat time and industry certifications in systems such as TEDS and Infinite Campus (IC).
- Meet with students on CTE pathways to assess their progress toward completing certifications and pathway requirements. Organize targeted sessions for 9th and 10th-grade students to promote enrollment in CTE pathways.
- Attend CTE-related trainings and meetings alongside the CTE Coordinator and CTE teachers (may require travel).
- Establish and maintain effective relationships with instructors, administrators, staff, students, parents, and business/industry representatives to ensure the success of CTE initiatives.
- Work with administrators, students, and teachers to enhance post-secondary readiness, pathway involvement, and ensure graduation requirements are met.
- Performs other duties as assigned.

TERMS OF EMPLOYMENT: Salary and work days to be established by the Board. This position will be paid by CTE in the amount of \$13,000. Included in this stipend will be 20 extra days of regular employment and activities outside of the regular school day.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.