

POSITION:	CTE Coordinator – Christian County High School
POSITION SUMMARY:	<p>Coordinate, develop, and oversee Career and Technical Education (CTE) programming and related career pathways within the Christian County High School Academy Model. The CTE Coordinator works collaboratively with district leadership, building principals, teachers, and community partners to ensure high-quality CTE programs that align with Kentucky Department of Education guidelines, industry standards, and district goals for college and career readiness.</p>
QUALIFICATIONS:	<p>Experience in Kentucky Department of Education certification in Career and Technical Education (or related field) required.</p> <p>Minimum three (3) years' experience in CTE teaching, coordination, or program administration preferred.</p> <p>Knowledge of Perkins funding, TEDS data management, CTE testing requirements, and industry credentialing preferred.</p>
REPORTS TO:	Executive Principal
SUPERVISES:	The CTE Coordinator will assist in evaluation and supervision duties to support Academy Principals for appropriate personnel as assigned by the Executive Principal.
Key Competencies:	<p>Instructional Leadership: Ability to guide curriculum design and implementation to align with state standards, industry credentials, and workforce demands.</p> <p>Data-Driven Decision Making: Skilled in analyzing TEDS data, Perkins performance indicators, and assessment results to inform continuous improvement.</p> <p>Collaboration & Relationship Building: Strong ability to build partnerships with business leaders, postsecondary institutions, teachers, and families to expand student opportunities.</p> <p>Program & Grant Management: Knowledgeable in Perkins V, CTE funding streams, and compliance requirements to maximize resources.</p>

	<p>Communication Skills: Excellent written and verbal communication skills to advocate for CTE programs and present to diverse audiences.</p> <p>Organizational Skills: Ability to manage multiple projects, timelines, and funding sources while maintaining attention to detail.</p> <p>Innovation & Problem-Solving: Forward-thinking approach to create new opportunities such as student enterprises, apprenticeships, and innovative career pathways.</p> <p>Equity & Access Focus: Commitment to providing all students—regardless of background—access to high-quality career and technical education opportunities.</p>
PERFORMANCE RESPONSIBILITIES:	<ul style="list-style-type: none"> ● Program Development & Compliance <ul style="list-style-type: none"> ○ Develop, implement, and supervise curriculum and instruction policies and procedures that align with Post - Secondary Readiness initiatives. ○ Create and refine CTE and Freshman Academy transition courses to support seamless career pathway development. ○ Ensure all CTE programs follow KDE guidelines, including Perkins V requirements, TEDS reporting, and CLNA processes. ● Funding & Resource Management <ul style="list-style-type: none"> ○ Manage Perkins and CTE Supplemental Funding, including budgeting, compliance, and required documentation. ○ Identify, apply for, and implement grants to expand CTE programming and student opportunities. ● Data & Assessment <ul style="list-style-type: none"> ○ Coordinate CTE testing programs including Industry Certifications and EOP Assessments. ○ Monitor and analyze CTE data to guide program improvement and inform district decision-making. ● Collaboration & Partnerships <ul style="list-style-type: none"> ○ Work collaboratively with the Work-Based Learning (WBL) Coordinator to develop and expand internship, co-op, apprenticeship, and job-shadowing

	<p>opportunities.</p> <ul style="list-style-type: none"> ○ Work collaboratively with the Academy Coach to coordinate student experiences with community partners. ○ Partner with local businesses, industries, and postsecondary institutions to align curriculum with workforce needs and increase student access to certifications and dual credit. ○ Support and maintain active CTE Advisory Councils according to the Academy Model framework <ul style="list-style-type: none"> ● Teacher Support & Professional Learning <ul style="list-style-type: none"> ○ Provide onboarding, mentoring, and ongoing support for new CTE teachers. ○ Facilitate CTE PLCs and professional development to ensure High-Quality Instructional Resources (HQIRs) and best practices are implemented. ○ Collaborate with the Director of Academies, Executive Principal and Academy Principals to plan and deliver CTE-related PD. ● Student Experience & Engagement <ul style="list-style-type: none"> ○ Promote and support Career and Technical Student Organizations (CTSOs) and student-based enterprises. ○ Coordinate opportunities for students to participate in work-based learning activities and leadership experiences. ● Communication & Advocacy <ul style="list-style-type: none"> ○ Maintain strong relationships with community-based organizations to provide advisement on curriculum alignment. ○ Advocate for CTE programs within the district and community to build awareness and engagement. ● Other Duties <ul style="list-style-type: none"> ○ Stay current with state and federal CTE regulations, emerging trends, and industry needs. ○ Perform other duties as assigned by the Superintendent
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	or Executive Principal
TERMS OF EMPLOYMENT:	Employment for 238 days, with salary to be determined by the adopted teacher and administrative salary schedule of the Christian County Board of Education.
EVALUATION:	Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel. Evaluations will be conducted by the Executive Principal or designee.

Board Approval:

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