



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Career & Technical Education (CTE) Specialist**

Position Type: Classified	Department: Curriculum, Instruction & Assessment
Salary Schedule: Classified	Reports to: CTE Manager
Salary Range: Range 24	
Term of Employment: 12 months	Date: February 1, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Contributes to the efficient operations of Career & Technical Education.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Maintains current knowledge of legal requirements for protecting student information.
- Compiles and prepares various CTE forms, files, reports and records from a variety of reference sources.
- Inputs electronic requisitions, tracks ordering and maintains documentation.
- Communicates with parents, students and staff providing general CTE information.
- Assists with the organization and documentation of CTE trainings/workshops.
- CTE Enrollment and Registration process (22 Satellite & 22 West-MEC Central programs).
- Manages and controls CTE online application process.
- Works with CTE Manager and IS&T to review and refine application format and design.
- Reviews transcripts, attendance log, discipline log, and E-CAP for student registration data collection.
- Completes registration rubric selection process with all required documentation with team consisting of CTE staff and counselor(s).
 - Collects data on applicants and required placement scores.
 - Verifies applications are complete and ready for processing.
- Audits and monitors CTE enrollment data.

- Communicates registration updates with HS Counselors, HS Registrars, and West-MEC Registrar (Satellite and West-MEC Central programs).
- Prepares weekly enrollment updates (counselors and registrars).
- Maintains daily application updates through the CTE application site.
- Attends staff meetings as required.
- Creates and maintains manual and digital files.
- Maintains and codes CTE SUS forms.
- Assists with the CTE state assessment preparation.
- Monitors and updates CTE financial reports.
- Communicates schedule changes with high school registrars and counselors.
- Assists in the accurate identification and monitoring of students enrolled in CTE.
- Prepares and submits West-MEC reimbursement documentation.
- Compares CTE data from several sources to ensure accuracy of technical information or other technical documents, using judgment and relying on knowledge of subject material.
- Inputs and tracks all CTE and West-MEC registrations.
- Completes ACT DCST commitment forms.
- Initiates Sole Source process for ACT.
- Processes ACT requisitions in I-Visions.
- Oversees time logs, extra duty payments, and records for CTE Special projects.
- Prepares semi-annual time and effort logs for Perkins funded employees.
- Oversees inventory records system for all CTE program industry related equipment per grant requirements.
- Processes all travel claims for teacher CTE teacher professional development and CTSO conferences.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.

- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Knowledge of Microsoft Office and internet-based applications.
- Knowledge of computer theory, job control language, data communications facilities and equipment.
- Knowledge of operating systems, skill in techniques and procedures of computer operation and data control in electronic data processing.
- Skill in oral presentations, training techniques, and interpersonal relations.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually quiet.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.