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Statement of.....

## **Policy and Responsibility**

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SUBJECT: CAREER AND TECHNICAL EDUCATION COORDINATOR

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The primary responsibility of the Career and Technical Education (CTE) Coordinator is to assist the district CTE Director and the local high school principal in running the CTE programs. Specific responsibilities are outlined below. The Career and Technical Education Coordinator shall:

- 1. Career and Technical Education Student Class Enrollment**
  - a. Encourage and promote student recruitment.
  - b. Inform counselors of the availability of CTE programs.
  - c. Act as a liaison between special education and CTE to facilitate a cooperative effort for special needs students and employment training.
  - d. Organize CTE activities with teachers.
  
- 2. Wasatch Front Consortium (WFC) Enrollment**
  - a. Inform counselors and the administration of the availability of CTE classes in the region.
  - b. Interview and approve students for off-campus programs.
  - c. Participate on the WFC Special Projects Team.
  - d. Represent Murray School District CTE on advisory boards and out-of-district committees as assigned by CTE director.
  - e. Maintain the district CTE website.
  
- 3. Youth Leadership Activities**
  - a. Support and encourage recruitment of members in Career and Technical Student Leadership Organizations: Distributive Educational Clubs of American (DECA), Future Business Leaders of American (FBLA), Future Farmers of American (FFA), Family Career and Community Leaders of America (FCCLA), Health Occupation Students of America (HOSA), and Skills USA.
  - b. Coordinate CTE Student Organization activities and contests as needed.
  - c. Inform students and CTE teachers about CTE scholarships. Encourage awards for excellence, entrepreneurship, and recognition of students.
  
- 4. Work Based Learning (WBL)**
  - a. Work with the WBL Specialist to administer the Internship and Cooperative Work Experience programs as outlined by the Utah State Office of Education.

**5. Concurrent Enrollment**

- a. Coordinate concurrent enrollment with Salt Lake Community College and other higher education institutions.
- b. Complete annual application form for each concurrent enrollment course.
- c. Administer the necessary College Placement Test (CPT) for concurrent courses.
- d. Maintain the concurrent enrollment data base.
- e. Attend concurrent enrollment meetings, complete concurrent enrollment reports and other duties as assigned by CTE Director.

**6. Career Center**

- a. Work with the Career Teacher to design and implement appropriate career curriculum.
- b. Insure that the Career Center has updated materials.
- c. Maintain a job board and send job opportunities to the proper CTE teachers.
- d. Assist with career and interest testing.
- e. Work with students on CTE scholarships and encourage awards for excellence, entrepreneurship, and recognition of students.

**7. Supervisory Duties**

- a. Serve as a liaison between the principal, staff, and the district CTE Director.
- b. Serve as a liaison/articulator between the high school, feeder middle schools, and post-secondary schools.
- c. Coordinate the Career Pathway Program -- including student recognition at graduation.
- d. Promote recognition of the positive achievements of students, staff members, department heads, and club sponsors.
- e. Encourage teachers to maintain safety standards.

**8. Reporting**

- a. Coordinate the Skills Certification Testing for CTE Programs.
- b. Assist CTE Director in state and federal reports as required.
- c. Assist CTE Directory with budget recommendations.