

**ORANGE COUNTY SCHOOL DISTRICT
CLASS DESCRIPTION**

POSITION TITLE: PROGRAM COORDINATOR, CAREER AND TECHNICAL EDUCATION

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of the position is to provide staff support to an assigned school program, performing work in coordinating for instructors and students. The primary function of this position is maintaining the operations of a CTE program/student laboratory such as Parts Marketing, Digital Animation, etc. or the federally funded Farmworker Job program. Position provides support in the specified functional program areas by monitoring student behavior, generating and maintaining records and reports, providing assistance, and enforcing codes of conduct. Incumbents work with students both individually and in groups as directed by the supervisor. Essential functions as outlined herein are performed according to the program assignment.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.

Performs a wide variety of complex procedures in order to maintain a CTE laboratory/program operation. Performs CTE program specific responsibilities, maintains computerized records, maintains inventory control data, verifies and performs inventory control periodic procedures and processes work orders.

Assists teachers with the development and implementation of program curriculum, i.e. behavior modification, learning styles and performance interventions.

Maintains and properly stores equipment, supplies, materials, and computers assigned to the CTE program, i.e. curriculum materials, examinations, student records, media, text materials and laboratory supplies.

Provides explanation, examples and instruction to students consistent with the CTE program, reinforces skills according to individual student needs or as directed by the instructors.

Monitors activities and behavior of students during program activities, ensures the physical and environmental safe keeping of students, as well as adherence to appropriate conduct and disciplinary controls of students.

Provides a wide variety of routine to moderately complex administrative support duties for an assigned CTE program, i.e. maintaining students files, supplies and materials, printing and distributing reports, filing documentation, answering telephone inquiries and provides assistance to students and potential students in guiding them through the process of choosing and/or enrolling in a technical or adult education class, and maintaining computers throughout the lab.

Provides assistance and support to assigned CTE program according to student needs or as directed by the instructors. Must have necessary computer and technical skills related to the specific CTE program.

Performs recruitment activities as applicable for an assigned program, i.e., potential employers, parental involvement, community agencies, community resources, student participation, and family eligibility. Participates in community activities to recruit and market an assigned CTE program.

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Assesses exceptional student skills and employability for the purpose of identifying job placement potential; assists with job placement coordination and transition. Identifies adult students with special needs for referral to a counselor or special population's coordinator for further assistance.

Assists teachers (or supervisors) in checking and objectively evaluating students' performance or progress; teaches students individually and in groups reinforcing skills based upon instructional guidelines. Reviews student progress reports, meets with students who could benefit from advisement and reinforces the requirements needed to be successful in their program. Notifies teachers that the student has been advised of options.

Establishes and maintains effective communications and working relationships with various entities applicable to assigned program, i.e., district administrators, school staff, students, parents, community agencies, community employers.

Responsible for keeping up to date on current technology, as job appropriate, and/or being used by OCPS. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.

Responsible for timely and accurate information they maintain as part of their responsibilities.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED and three (3) years of documented successful program- related work experience; or related Career Technical Education postsecondary program completer; or two years postsecondary training in the specified job related area with one year related experience. Must hold a current program applicable industry certification/licensure. Demonstrate administrative support skills, and the ability to effectively communicate CTE program goals and objectives.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of leadership, persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of modern office and computer equipment and related peripherals.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; may require ability to calculate decimals and percentages depending on functional program of assignment.

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Functional Reasoning: Requires the ability to apply principles of influence such as motivation, incentive, and leadership. Requires the ability to exercise independent judgment, applies facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and /or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Most tasks require visual perception and discrimination. Some tasks require oral communications ability. Some tasks require the ability to perceive and discriminate sounds.

Environmental Factors: Depending on program of assignment, tasks may present potential for exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, animals/wildlife, or violence.

The Orange County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them the essential functions of the job when such individuals request an accommodation.