

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM**  
**CLARKSVILLE, TENNESSEE**  
**Job Description**

**Job Title:** Career-Technical Education Coordinator

**Department:** Instruction

**Date:** April, 2007

**Reports To:** Secondary Director

**Grade:** 61

**Purpose of Job**

The purpose of this job is to coordinate, evaluate, implement and monitor all CTE programs and staff in CMCSS.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Be responsible for the Carl Perkins Grant.
- Be responsible for all state, federal and local CTE reporting procedures and completion of appropriate record keeping.
- Assist in evaluation of all CTE staff.
- Work cooperatively with both state and local business communities as they relate to CTE.
- Conduct regular staff meetings with all vocational education teachers and guidance counselors.
- Assist non CTE teaching staff in better understanding CTE programs.
- Share responsibility of the timely completion of the Preliminary Report.
- Attend appropriate state, local and federal meetings as dictated by position requirements.
- Provide information to schools on present CTE requirements and their relationships to state programs.
- Be an active participant of the instructional team.

**Additional Job Functions**

Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

A Bachelor's Degree with at least one of the endorsements listed. Master's Degree and Administrative Supervision License preferred. Three years experience as a CTE teacher required.

Must have one of the following endorsements:

042-048, 050, 052, 054-062, 070, 077-079, 102-104, 111, 202-204, 230-233, 310, 311, 430, 433-436, 448-453, 470-472.

**Knowledge of Job**

Has general knowledge of the policies, procedures, and activities of the School System and supervisory practices as they pertain to the performance of duties relating to the job of CTE Coordinator. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to department operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, interpersonal,

and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities to be implemented, maintaining standards and resolving problems. Has the ability to comprehend, interpret and apply regulation, procedures and related information. Has comprehensive knowledge of the terminology, principles and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Must be able to lift and/or carry weight of twenty to forty pounds. Physical demand requirements are at levels of those for light/active work.

**DATA CONCEPTION:**

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**INTERPERSONAL COMMUNICATION:**

Requires the ability of speaking and/or signaling people to convey or exchange financial and administrative information. Includes giving assignments and/or directions to coworkers or assistants.

**LANGUAGE ABILITY:**

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to the position. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:**

Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the position.

**VERBAL APTITUDE:**

Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:**

Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; and determine time and weight.

**FORM/SPATIAL APTITUDE:**

Requires the ability to inspect items for proper length, width and shape visually.

**MOTOR COORDINATION:**

Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:**

Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:**

Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:**

Requires the ability to deal with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions such as interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the position.

**PHYSICAL COMMUNICATION:**

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

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**Date**

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**Date**