



Career and Technical Education Specialist

About the Education Achievement Authority: The Education Achievement Authority is a new statewide school system that will assume operation of the lowest five (5) percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school year and then be expanded to include low performing schools throughout Michigan.

JOB TITLE: Career and Technical Education Specialist

REPORTS TO: Assistant Chancellor for Instructional Support and Educational Accountability

SUMMARY of POSITION:

Under limited supervision, provide instructional leadership for the Career and Technical Education curriculums in the EAA of Michigan. The successful candidate will provide and coordinate career development services for students participating in CTE. The CDC works collaboratively with administrators, student services personnel, and teachers to ensure the delivery of career development services. The CATE Specialist will facilitate linkages with parents, business/industry, postsecondary institutions, and community organizations to support students' transition to postsecondary education and employment

PRIMARY DUTIES AND RESPONSIBILITIES:

The person filling this position will assume responsibility for the following:

- Supervise district CTE programs, including development and coordination of instructional business partnerships, post-secondary linkages, program designs, program safety, budgeting, and financial management
- Plan, implement, and evaluate CATE instructional programs with teachers, including learning objectives, instructional strategies, and assessment techniques
- Apply research and data to improve the content, sequence, and outcomes of the teachers/learning process
- Establish and maintain a schedule for working with CTE teachers and administrators in order to ensure quality CTE instruction
- Demonstrate skill in “coaching” staff; provide technical assistance to teachers concerning the teaching/learning process and encourage improved over-all performance through an instructional leadership relationship
- Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs; ensure the use of technology in the teaching/learning process.

- Assist with CTE program advisory committees
- Serve as an effective member to appointed college or community advisories, councils, or committees,
- Assist with CTE resource development and grant writing
- Update CTE sections of district-wide high school course description publications
- Work with post-secondary institutions to provide CTE programs with dual credit and continuing education opportunities, establish or maintain college articulation agreements, promotion, and recruitment
- Coordinate marketing of CTE programs parents, students, and community
- Coordinate CTE camps for students as an introduction to various career pathways
- Assist with recruiting employers and businesses to provide learning experience to students; provide assistance as necessary, and provide educational outreach opportunities into the community
- Supervise district work-based learning experiences. Including job shadowing, and paid/unpaid internships
- Direct safety and program compliance of laboratory-based (shop) programs. Supervises laboratory safety inspection, safety supply purchases and OSHA and/or NCCER compliance
- Assist with and facilitate in-service training for teachers and professional staff
- Engage teachers in professional development in the content areas to improve content knowledge and instructional strategies through the use of a campus-based professional learning community
- Assist in recruiting, selection, training, and evaluation of CTE employees
- Coordinate CTE/Special Services, in collaboration with high school Special Education consultant, to provide services for students with special needs
- Promote equal access to all CTE programs, services, and activities based on career aptitude and interest testing, attendance, behavior/discipline issues, and appropriateness
- Monitor the selection and educational placement of students in CTE programs in the district and in continuing education or dual credit programs
- Use appropriate and effective techniques to encourage community and parent involvement
- Provide research information and data for district continuous improvement initiatives
- Attend CTE statewide and regional conferences and meetings
- Assist with the coordination and implementation of technology application courses in grades 6-12
- Perform other tasks and assumes such responsibilities as related to the position and assigned

EDUCATION AND EXPERIENCE:

A Bachelor's Degree and current license in any Career and Technical Education Program Area **OR** a Master's degree in School Counseling or Career Counseling and a clear teaching license as a school counselor.

One year of work experience related to business, industry, or labor within the past five years
OR one year as a coordinator of work-based learning in a Career and Technical Education
program area OR one year work experience in school counseling.

FILING DEADLINE: Posted until filled
SALARY: Commensurate with experience
LENGTH OF WORK YEAR: Twelve (12) Months
EFFECTIVE DATE: Immediately

METHOD OF APPLICATION: All interested candidates should submit a letter of application
and current resume to:

Dr. H. MiUndrae Prince
Assistant Chancellor, Human Capital, Equity and Accountability
Education Achievement Authority of Michigan
3022 West Grand Boulevard, Suite 14-652
Detroit, Michigan 48202

By E-mail to mprince@eaaofmichigan.org