

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Career & Technical Education Specialist

GENERAL DESCRIPTION

The essential function of the position within the organization is to assist and support the Career & Technical Education coordinator by providing data recovery, disaggregation and reporting services that facilitate, grants writing contract preparation, ensuring office effectiveness and efficiency while providing professional customer service at all times, the position may also include the performance of general administrative, clerical, bookkeeping and/or specialized duties as assigned. The position works under general supervision independently developing work methods and sequences.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Budget Management - Plans and spends all 26 Career & Technical Education teacher's budgets with a total of 15 different project numbers, as well as 2 general funds including both salary and discretionary and 1 Perkins grant (\$68, 723.00 in 2017-2018 growing to \$71, 019.00 for SY 2018-2019).

Monroe Computes - Assists in tabulating, reporting and check distribution, including student letters. Attends presentations with coordinator, takes photos for media release. Many new and rigorous requests from the donor.

New CTE Programs - Helps build new programs by getting contracts finalized and equipment bids to be purchased, as well as delivery and installation setups. (IC3, Spark in both middle and elementary schools)

CAPE funding - Calculates all CAPE funding that is earned by students and divide amongst each teacher depending on the amount of certifications and their weight (0.2, 0.1, 0.25) and assists the coordinator in communicating with teachers for equipment and supply purchasing. (This year we received \$167,000.00 and projecting over \$300,000.00 next year).

Contracts - Facilitates the processing of all contracts and MOUs, corrections and updating, board approval and finalizing of signatures. (City of Key West Firefighting, Certiport)

Grants - Assists with writing of Perkins grant and provides budgeting numbers along with costs of previously purchased software, equipment, computers etc. from prior year to determine needs of upcoming year

Accounts Payable/Receivable - Creates requisitions, receive orders, provides serial numbers and destinations for CAP items, provides invoices and creates batch for monthly payment releases, as well as setting up vendors. Also uses p-card when purchasing NON-CAP items and coding to correct allocations. Creates invoices for customers when needed.

Accreditations - Coordinates the evaluation process. Prepares all paperwork and payment forms along with signatures and vendor setups to prepare evaluations for certification.

Reporting - Generates and creates funding reports (budget expenses and revenues) to provide accurate currency numbers for coordinator to stay up to date on all budgets as well as budget maintenance to ensure all budgets are in good standing.

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Travel Arrangements - Arrange all travel for coordinator and teachers to attend conferences and workshops/seminars throughout the year to enhance their knowledge and programs

Proctoring - Proctors exams in all Career & Technical Education areas when needed throughout the keys. This is especially crucial since multiple tests are ongoing at the same time.

Payroll/PIFS - Enter for personal payroll as well as leave for coordinator. Creates PIF when needed to pay for CTE instructors who instruct after school classes. (i.e. MOS employee class)

Substitutes - Coordinates substitutes for all in-services as well as any traveling needed for enhancing knowledge of programs (conferences, workshops/seminars)

Submits Maintenance and facility requests when needed.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events. Collects, classifies, and formats data or information.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Provides assistance to people in achieving task completion; may provide training and instruction of others.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high value materials, supplies and equipment.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the

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use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderate impact - affects those in work unit.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a high school diploma or GED.

Licenses Certifications Registrations Required:

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“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires two years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Executive Director Teacher & Learning

Supervises:

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N/A

PAY GRADE: From: 119A1 To: 119S02
Number of Months: 12 Number of Days: 254 Hours: 8
Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016