

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** TOSA - Curriculum Specialist Career and Technical Education (CTE)

**DEPARTMENT:** High School Education

**REPORTS TO:** Director of Career and Technical Education

**POSITION SUMMARY:** Under the direction of the Director, the Specialist assists with the coordination and support of grades 7-12 district-wide career and technical education services delivered in each building. This position requires knowledge of District Regulations and Procedures, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

### **ESSENTIAL FUNCTIONS:**

- Assist with coordination and provision of CTE instruction and curricula in and between the schools by maintaining ongoing communication with administrators, community business owners, and participating in the appropriate regional and state associations.
- Assist with the development, revision, and adoption of curricula, curricular materials, assessments, and strategies to align with federal and state mandates and include employability skills, career options, and leadership.
- Develop, organize, refine, and maintain online curriculum and assessments for CTE.
- Facilitate and manage committees operating at the district, department, and building levels as appropriate.
- Assist in the management, coordination of, and budget development for the programs and services of the district's CTE programs.
- Develops plan for and implements data collection and analysis of program effectiveness in order to provide regular program feedback to stakeholders with suggested plans for amelioration of any targeted areas of concern.
- Identify staff needs for in-service and arrange for or provide appropriate in-service training for staff.
- Actively participate in, facilitate, and organize regular staff meetings for those in CTE to ensure the efficacious delivery of instruction and to improve student learning.
- Develops and maintains working relationships and educational partnerships with local business owners, as appropriate, in order to observe and monitor students at learning sites, proactive outreach of sources and connections for learning experiences, and solicit, develop, manage, and create partnerships for guest speakers and participation in career exploration events.
- Mentor and monitor CTE teachers new to their position or to the ISD.
- Work with individual staff and the Human Resources Department supporting teachers with certification needs
- Prepare reports as required by district, OSPI and other agencies.
- Maintain working relationships with parents and community businesses and organizations in support of the efficacious development of CTE programs within the ISD.
- Attend staff and other professional meetings as may be assigned or necessary.
- Continue professional growth of method and technique improvements.
- Demonstrate positive working relationships with district staff, maintaining ongoing and open communication.
- Use technology for communication, presentations, trainings, workload management, and workshops.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

### **QUALIFICATIONS:**

**EDUCATION:** Bachelor's degree, Master's degree or Doctorate from an accredited college or university.

**EXPERIENCE:** Minimum of 5 years successful school teaching experience at the high school level or 7 years at the middle school level. Prior experience coaching and training adult learners. Preference given to those with expertise in technology particularly those considered new and emerging.

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**CERTIFICATES & LICENSES:** Possess WA Certification in CTE. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION & TRAINING:** Maintaining knowledge as current of CTE Frameworks and graduation requirements

**REQUIRED TESTING:** None Specified

**CLEARANCES:** Criminal Justice Fingerprint/Background Clearance

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Issaquah Education Association (IEA)

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date