

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: CAREER DEVELOPMENT COORDINATOR – INFORMATION TECHNOLOGY CAREER AND TECHNICAL EDUCATION (CTE) EDUCATIONAL PROGRAM SERVICES

GENERAL STATEMENT OF JOB

Provides career development coordination services and technical assistance to CTE Information Technology (IT) teachers and students district-wide. Trains CTE IT teachers; evaluates facilities, curriculum materials, and instructional equipment in order that CTE IT teachers can provide the best instruction possible. Reports to the Director of Career and Technical Education.

SPECIFIC DUTIES AND RESPONSIBILITIES

Collects information from CTE IT teachers to assess their need for training, equipment, instructional supplies or facility changes in order to improve instruction of IT course competencies.

Facilitates the sharing of materials and methods among IT teachers in order to increase the number of students achieving IT industry certification.

Promotes the awareness of GCS IT courses and the benefits of IT careers to students, parents, and community.

Provides or assists in arranging training and technical updates for CTE IT teachers when necessary.

Provides CTE director and CTE IT teachers with information on vendor or SDPI changes in course content and sequence required to meet industry certification and/or College Tech Prep completion requirements.

Researches and prepares information for teachers to deliver to students regarding IT certification, postsecondary training, scholarships, labor market trends, and career opportunities.

Works with teachers and CTE program specialists to prepare purchase requests from CTE IT teachers for certification exam vouchers, instructional equipment, tutorial software, curriculum materials, etc.

Administers IT certification exams to CTE IT students district-wide and maintains a database of IT student certification.

Serves as liaison to IT vendor representatives and to the IT business community.

CAREER DEVELOPMENT COORDINATOR – INFORMATION TECHNOLOGY

ESSENTIAL JOB FUNCTIONS

Provides and coordinates career development coordination services and technical assistance to CTE IT students and teachers.

Trains or arranges training or technical updates for CTE IT teachers.

Administers IT certification exams district-wide.

Performs other related work as requested.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

A clear CDC license **or** a bachelor's degree and a clear license in any area of CTE, **or** a master's degree in school counseling with a clear license as a school counselor; **and** one year of work experience in school counseling, **or** one year as a coordinator of a CTE work-based learning program, **or** one year of work experience related to business or industry within the past five years. Certification or credentialing in at least one area of Information Technology is required with a minimum of five years of experience in the instruction, implementation, monitoring, and/or evaluation of IT training programs.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be able to exert up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, statements, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, statements, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

CAREER DEVELOPMENT COORDINATOR – INFORMATION TECHNOLOGY

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of federal, state and local policies and procedures regarding IT instruction and certification.

Considerable knowledge of School Board policies, procedures and standards.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by IT vendors, professional organizations and/or federal, state and local laws, rules and regulations.

CAREER DEVELOPMENT COORDINATOR – INFORMATION TECHNOLOGY

Considerable knowledge of the current literature, trends, and developments in the field of education and information technology.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

Ability to develop and implement appropriate IT programs.

Ability to assess the effectiveness of IT programs and activities.

Ability to interpret policies and procedures.

Ability to develop long-range plans.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to establish and maintain effective working relationships as necessitated by work assignments including students, parents, school personnel and members of the business community.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.