



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	CTE Program Manager
Payroll/Personnel Type:	12 Month
Reports to:	CTE Director

Position Summary:

Perform the duties required to coordinate, facilitate and implement Career Education Programs in middle school and high school's city wide and to work with teachers and students in SLPS in order to promote and strengthen career education programs and students' articulation to high school

Essential Functions:

- Manage CTE Dual Credit programs
- Coordinate Programs of Study to identify areas of growth
- Coordinate the Internship Preparation Program with the business community which reinforces job readiness skills taught in the classroom
- Prepare information for board reports, particularly for dual credit/enrollment programs
- Manage CTE Transportation budget
- Advise teachers and students on career and post-secondary opportunities
- Perform outreach to elementary and middle schools to recruit students to schools with CTE programs
- Coordinate 6th – 8th grade CTE Awareness Fairs to recruit students to schools with CTE programs
- Set up professional development for teachers in the area of career education
- Help schools, all grade levels, identify and develop community resources to enhance or assist with career education in the classroom
- Advise and provide experiential activities to teachers and students on opportunities for career education at the secondary and post-secondary levels
- Attend evening and weekend program functions as required
- Serve on committees for CTE programs
- Research programs and “best practices” in other local and national districts
- Complete responsibilities as designated by Division of CTE annual plan
- Assist CTE Central Office staff and teachers with the development of integrated projects
- Develop new and sustain current summer career programs for students, grades 6-12
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Good computer skills are a must
- Apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others

Experience:

- Minimum five to seven years of experience (required)



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Education:

- Bachelor's Degree (required)
- Master's Degree (preferred), but will accept experience and knowledge comparable to the degree
- Broad knowledge of the Career and Technical Education discipline required

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.