



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

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<b>Position Title:</b>	Career & Technical Education Specialist
<b>Payroll/Personnel Type:</b>	10.5 Month
<b>Reports to:</b>	Associate Superintendent of College & Career Readiness

**Position Summary:**

This is a full-time, 10.5-month professional position that focuses on the alignment of the St. Louis Public School District's college and career readiness through Career and Technical Education (CTE). Students' readiness for transition from secondary to postsecondary will be the barometer for all work including CTE programs, business and postsecondary collaboration, college preparation and academic and technical integration.

**Essential Functions:**

- Collaborate with Career and Technical Education instructors, at the various high schools, in developing and maintaining relationships with business, industry and postsecondary institutions to provide work-based learning and postsecondary opportunities for CTE Career Readiness students
- Assist teachers with CTE and postsecondary programming
- Team with counselors on course recruitment, program sequence integrity and career preparedness
- Monitor academic, technical and college integration
- Monitor hours of students required to finish State, Federal or both program hours to sit for certification exams and explain to teachers the importance of preparing students to take these exams
- Participate in demonstrations, extra-curricular activities, community awareness/educational recruiting events and other activities to further programs and schools
- Conduct bi-weekly classroom observations, including curriculum checks as to teacher adherence and reporting results back to the ASCCR with recommendations for improvement
- Collaborates with Curriculum Specialist, Program Manager, building administrators and teachers to schedule TSA pre- and post-test testing dates; stressing the importance of the TSAs to teachers
- Stress the importance of student preparation for the Technical Skills Attainment (TSA) assessments to instructors
- Assess the needs of instructors in the areas of equipment, supplies, texts, TSA pre and post-test supplies
- Audit and maintain CTE equipment and supply inventory at beginning, middle and end of school year
- In collaboration with teacher, identify and maintain senior student internship sites and monitor teacher/site visitations
- Follows district's policies and procedures as adopted by the Board of Education Monitor teacher and student participation in Career and Technical Student Organizations (CTSOs)
- Work in cooperation with CTE Curriculum Coordinator to ensure consistent delivery of materials and to ensure software and other necessary resources up to date
- Attend conferences, workshops, training programs, etc. to enhance delivery of required services
- Performs other duties and responsibilities as assigned



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**Knowledge, Skills, and Abilities:**

- We want talented people from diverse backgrounds and experiences, who are inspired by our mission steeped in equity, and who are motivated to unleash our children’s potential
- We want people who are strong collaborators, skilled communicators, problem solvers and who are comfortable in a community of continuous learning
- We want people who come with a mindset that is open to a reflective, organizational change management unit who is working relentlessly to improve outcomes and service with and for schools

**Experience:**

- Bachelor of Education or degree equivalent and 5 years successful teaching experiences
- Outstanding writing, listening and speaking skills
- Strong organizational and problem-solving skills

**Education:**

- Bachelor’s Degree (required)
- Master of Education and 5 years Career and Technical Education Experience (preferred)

**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:**

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Employee	Date		
	Immediate Supervisor	Date	
_____ Human Resources		Date	



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*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.*