

CLEVELAND INDEPENDENT SCHOOL DISTRICT

Job Description

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

TITLE:	CTE Coordinator	STATUS:	Exempt
REPORTS TO:	Sr. Director of Special Programs	TERMS:	220 Days
DEPARTMENT:	Teaching and Learning	PAY GRADE:	AD5

PRIMARY FUNCTION

Provide strategic leadership and management for the district's Career and Technical Education (CTE) programs. Ensure high-quality instruction, program innovation, and alignment with workforce needs. Oversee compliance with state and federal regulations and promote strong partnerships between schools, industry, and the community.

QUALIFICATIONS

Education/Certification:

Bachelor's Degree from an accredited college or university

Master degree preferred

Valid Texas teaching certificate, with required endorsements for subject/level assigned

Special Knowledge/Skills:

In-depth understanding of federal and state CTE regulations

Strong leadership, organizational, and project management skills

Ability to analyze data and drive instructional improvement

Effective budget and personnel management

Excellent communication, interpersonal, and public relations skills

Knowledge of current workforce trends and CTE best practices

Experience:

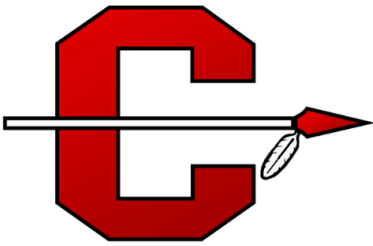
Four years career and technology teaching experience preferred

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.

ESSENTIAL JOB FUNCTIONS:

1. Lead the development, implementation, and evaluation of innovative and rigorous CTE instructional programs.
2. Collaborate with district and campus leadership to align CTE programs with student needs, labor market data, and industry standards.
3. Ensure instructional materials, curriculum frameworks, and student assessments support program goals.



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4. Identify and cultivate partnerships with business and industry leaders to support student internships, mentorships, and job placement.
5. Promote community and parent involvement in CTE initiatives and career exploration opportunities.
6. Supervise CTE facilities and ensure all equipment is safe, functional, and relevant to current industry standards.
7. Oversee program budgets, maintain inventory, and manage resource allocation efficiently.
8. Ensure all district, state, and federal policies related to CTE are implemented with fidelity.
9. Provide campuses with access to career exploration resources, testing materials, and advising tools.
10. Monitor and evaluate student progress and program effectiveness using multiple data sources.
11. Assist students and families with access to post-secondary pathways, including career certifications, and scholarships.
12. Provide professional development for CTE teachers and staff to improve instruction and program outcomes.
13. Maintain open and effective communication with students, parents, staff, and community members.
14. Serve as a liaison between the district, campuses, and external stakeholders to ensure smooth program implementation.
15. Participate in district initiatives, committees, and professional networks to support CTE growth and improvement.
16. Adhere to professional and ethical standards, in accordance with generally accepted community standards and the Texas Education Agency Code of Ethics.
17. Develop needed professional skills appropriate to job performance.
18. Maintain confidentiality.
19. Reliable attendance and punctuality.
20. Follow district safety protocols and emergency procedures.
21. Participate in staff development activities to improve job-related skills.
22. Attend and participate in staff meetings and serve on staff committees as required.
23. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
24. Perform other duties as assigned by supervisor and the Superintendent of Schools.

WORK ENVIRONMENT

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

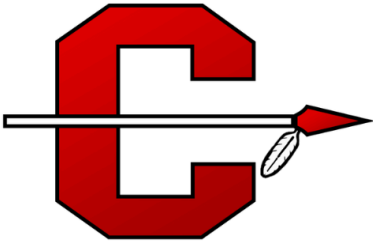
Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 25 pounds)

Environment: Frequent district wide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress



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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Employee Signature

Date