

Job Title: Industry Certification Coordinator

Supervisor: Director of Professional Development

Employment Terms: 12 Months

Salary Range: \$75,416.70 - \$97,545.80 (Annually)

Location: START
5405 N 99th Ave
Glendale, AZ 85305

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

The Industry Certification Specialist focuses on the improvement of student learning opportunities through the provision of instructional leadership, instructional pedagogical training, and the oversight and potential delivery of OSHA, NC3 and NCCER. Responsibilities include development and delivery of workshops and courses, instructional coaching and the development of teaching staff. This position serves as a member of the professional development staff charged with improving the skills and capacity of district and member district personnel.

Essential Duties and Responsibilities:

- Develops and delivers professional development courses and workshops
- Develops and submits proposals to obtain Arizona Department of Education credit for new courses
- Assists in the oversight of industry certifications such as OSHA, NC3, and NCCER
- Assists in the delivery of training for CTE student organization officer teams and advisers
- Develops and delivers training for secondary and adult education instructors
- Provides instructional coaching for secondary and adult education instructors
- Assists in reviewing and evaluating effectiveness of teaching methods and work activities
- Assists in Curriculum, Instruction and Assessment initiatives as requested
- Serves on state and regional professional development committees
- Demonstrates instructional leadership to enhance school effectiveness by improving instruction and augmenting student performance
- Facilitates the development, communication implementation and evaluation of quality learning for the purpose of enhancing excellence, equality for staff and students
- Performs other duties as assigned or required

Knowledge and Skills:

- Skill in applying and implementing leadership techniques
- Ability to mentor teachers
- Ability to develop and deliver high quality professional development opportunities
- Skill in effective communications while interacting with supervisors, staff, student, and others
- Skill in establishing and maintain effective working relations with co-workers, students, parents and stakeholders
- Skill in operating instructional technology and educational related software
- Skill in social media

Qualifications:

- Must be able to pass a fingerprint and background check
- Arizona CTE Teaching Certificate
- Must have at the time of application and must maintain a valid Arizona Driver's License
- 5 years' successful experience as a CTE Teacher OR any equivalent combination of experience and education from which comparable knowledge, skills and abilities have been achieved
- Successfully advise a CTSO chapter
- May be required to work outside normal working hours
- May be required to travel to perform job functions

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date: July 1, 2025

Application Procedure:

Submit online application: <https://www.applitrack.com/westmec/onlineapp/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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