

# Career and Technical Education Connections Liaison

Dept/Div: Career and Technical Education/N/A

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate skilled administrative support work connecting Career and Technical Education (CTE) programming for students to outside industries to enhance the education and experience for students, developing and maintaining relationships with a variety of outside agencies to bridge industry support to educational pathways, promoting ISD 917 CTE programming to member districts and those outside the educational areas, ensuring programming supports student achievement through funding sources and best practice, and related work as apparent or assigned. Work is performed under the limited supervision of Secondary Principal.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Provides outside experiences for CTE students by coordinating guest speakers, field trips, tours, and other connections.

Develops, maintains, and joins industrial communities to bridge industry support to educational pathways, including participation in special events.

Facilitates tours of the CTE program for member districts and non-member districts.

Participates as a member of all current Career and Technical Education (CTE) advisory boards.

Promotes CTE to member districts and outside educational entities through a variety of activities, such as speaking with high schools, colleges, and universities.

Obtains a basic understanding of CTE funding, including Perkins Grants and General Education Funding; ensures program operations comply with instructional best practices to support student achievement.

## Knowledge, Skills and Abilities

Comprehensive knowledge of applicable district policies, practices and procedures; comprehensive knowledge of career and technical education programming processes and best practices; comprehensive knowledge of Perkins Grant CTE funding; comprehensive skill operating standard office equipment and applicable hardware and software; general skill in organizing multiple events for students; general skill in developing and implementing framework for student success with CTE; general skill in accounting software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to establish and maintain effective working relationships with associates, advisory boards, businesses, industrial personnel and leaders, member district staff, non-member district staff, and the general public.

## Education and Experience

Bachelor's degree and considerable experience, or equivalent combination of education and experience.

## Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

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### **Special Requirements**

Industrial certifications upon hire.

Completion of communications and marketing training upon hire.

Education/Career and Technical Education license upon hire preferred.

Last Revised: 4/4/2023