

CTE OUTREACH COORDINATOR (CA BOCES)

DISTINGUISHING FEATURES OF THE CLASS: The work of this class is responsible for the coordination of a variety of special programs for a Career and Technical Education Division. The incumbent plans, organizes and implements career and technical educational services for participants enrolled in the programs, in accordance with Federal, State and local laws and rules. The incumbent also conducts orientations for new program participants, plans, develops and implements training for program participants, and evaluates and monitors the effectiveness of the programs being offered. The work is performed under general supervision of a higher level administrator with wide leeway allowed for the exercise of independent judgment in planning out the details of the work. A CTE Outreach Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Serves as liaison to school district counselors for the Career and Technical Education Division (CTE);
- Participates in the School Counselors Advisory Council;
- Responsible for the planning, scheduling, development of print materials, and coordination of the CTE recruitment process and internships;
- Collaborates with the Student Data Coordinator to insure the registration and enrollment process for students in CTE programs is fully coordinated with component district counselors;
- Responsible for the coordination of special events;
- Provides support for verification of student enrollment and registration with district personnel;
- Provides support for coordinating integrated credit for approved CTE programs with school districts;
- Coordinates the collection of student data for CTEDS reports and other Perkins indicators;
- Coordinates CTE enrollments with Alternative Education, Special Programs, and Project Connect;
- Supports the coordination of registration for New Visions Students;
- Coordinates a public relations and marketing plan in collaboration with the Public Information staff;
- Develops and implements middle level career awareness and planning with component districts;
- Plans and coordinates CTE program outreach to elementary students in component districts;
- Conducts surveys with CTE students to determine areas for improvement and program success;
- Prepares applications for grants-in-aid for programs to create or expand services to youth;
- Prepares and assists in preparation of claims for state-funded programs;
- Performs a variety of administrative tasks to coordinate Board policy and plans;
- Assists in conducting surveys and otherwise gathers information and statistics on youth needs and available services as a basis for developing feasible programs;
- Assists in the formulation of policies involving youth services;
- Assists in the formulation of long and short term plans involving youth services;
- Prepares for and conducts workshops and training sessions for youth serving personnel on an as needed basis;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of Career and Technical Education and career planning; good knowledge of Federal, State and local laws, rules and regulations governing graduation requirements; good knowledge of local occupational conditions and trends; good knowledge of services provided by various educational and vocational programs. Demonstrate ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to employment and training; ability to participate in assigned projects and lay-out work for others; ability to deal effectively with the public; ability to understand and follow oral and written instructions; ability to prepare and deliver presentations in a clear, concise and articulate manner. Possess physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and one (1) year of experience coordinating programs in a public or school setting; or
- b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and three (3) years of experience as defined by (a); or
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: A Master's Degree in any field of Education or Public Administration may be substituted for the required experience.

SPECIAL REQUIREMENT FOR APPOINTMENT: In agencies where required, possess and maintain an appropriate class driver's license.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 06/29/2016