

| FNSBSD JOB DESCRIPTION | |
|---|--|
| <i>Job Title:</i> Career and Technical Education (CTE) Program Technician | |
| <i>Supervisor:</i> CTE Director | <i>Classification:</i> Classified (ESSA) |
| <i>Days/Months:</i> 9 months, 0.5 FTE | <i>Grade:</i> 6 |

Job Summary

The career and technical educational (CTE) program technician assists the CTE director with implementing CTE programs in the district.

Essential Job Functions

Supports the implementation and maintenance of new and existing CTE programs.

Assists with maintaining budgets, ensuring compliance, compiling data, gathering report materials and fielding calls for CTE related grants and initiatives.

Supports partnerships with UAF/CTC and other post-secondary partnerships including the Alaska Works Partnership and the Fairbanks Pipeline Training Center. Supports activities which may include organizing career and job fairs, producing and distributing promotional materials, contacting organizations to partner and participate in CTE community activities and initiatives.

Learns industry standards in order to assist in the review of the CTE curriculum regarding industry standards, vocational content, and state academic performance standards.

Updates and maintain the district's CTE website; works to implement distance learning opportunities for CTE programs.

Assists the CTE Director with special projects, such as School to Apprenticeship and Construction Academy recruitment, collecting Tech Prep and all in one data and other CTE related programs.

Arranges professional development and travel for conferences and other event planning as needed. Provides support for CTE taskforce initiatives through scheduling and arranging distance learning opportunities.

Provides support for CTE curriculum writing, CTEPS and staff development activities.

Communicates with advisory committee members for all CTE programs and other CTE outreach initiatives. CTE programs require strong advisory committees and the CTE program technician will take the lead in providing support by arranging and organizing meetings, recruiting committee members under the direction of committee membership, and assisting committees with articulating the directives and focus in order to strengthen CTE programs in the FNSBSD.

Supports linkages with business/industry, post-secondary institutions and the Fairbanks North Star Borough community. Linkages include School to Apprenticeship Agreements, Work Based Learning initiatives, Tech Prep agreements, and School Business Partnerships.

Coordinates scheduling of transportation for students to district-wide CTE courses and other events.

Acquires and develops knowledge of past and current trends in the CTE field.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment, including computer, printer, copy equipment, and fax machine.

Independent Decisions

Exercises sound judgment with some supervision. Brings concerns or questions to the appropriate supervisor as needed.

Primary Working Contacts

FNSBSD principals; curriculum department staff; CTE teachers, counselors and other district staff; CTE advisory council; department of education and early development staff; University of Alaska Fairbanks community and technical college and other community agencies, businesses and parents.

Responsibility for Cash, Equipment, Safety

Responsible for computer equipment as assigned.

Supervision Received and Exercised

None give; oral and written assignments received from the CTE director.

Unusual Working Conditions

Working hours may change at certain times of the school year to provide maximum efficiency, occasionally including evening hours.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.
2. Broad knowledge of career and technical education.

3. Ability to learn CTE academic standards, as well as CTE plans of study.
4. Knowledge of the local Fairbanks economy and the economic opportunities available to students.
5. Understanding of post-secondary CTE education opportunities and other local training providers.
6. Knowledge of maintaining web sites.
7. Demonstrates strong oral and written communication skills in English with multiple and varied stakeholders, in addition to record-keeping, time management, and organizational skills required.
8. Demonstrated proficiency with computer software, including word processing, spreadsheets, data entry, database, email, internet, desktop publishing.
9. Must demonstrate highly developed prioritization skills.
10. Strict attention to detail required.
11. Able to relate to and work successfully with students, parents, school staff and community resource staff.
12. Able to work independently and as a team member.
13. Flexible in work schedule and environment.
14. Must be self-motivated, able to work effectively with little or no direct supervision in an environment where multi-tasking and prioritizing are essential.

The following are preferred:

1. Associates degree.
2. Two (2) years of experience working with CTE education, grants, workforce development, or other related field.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.