

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Career and Technical Education (CTE) Technician	
<i>Supervisor:</i> CTE Director	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 8

Job Summary

Performs a variety of complex financial, administrative, and clerical tasks in direct support of the director of Career and Technical Education (CTE). Assists in developing and refining funding proposals and partnership agreements; creates and maintains grant and partnership documentation; supports director in budget development and revision; and communicates with school staff pertaining to grants and partnerships.

Essential Job Functions

Provides technical assistance to CTE director and assists with budget development and revisions to include aligning budget with narrative and formatting by soliciting proposals from teachers and administrators, obtaining quotes from vendors, and aligning expenses with the appropriate accounts.

Assists in developing and refining funding proposals and partnership agreements by generating linkage agreements, Memorandum of Agreements (MOA's), and service contracts as required with industry partners and vendors for program development, grant compliance, and purchasing.

Creates and maintains grant and partnership documentation by updating existing partnership agreements, completing statistical analysis in regards to CTE programming for industry partners, and generating grant compliance documentation as required upon direction of the CTE Director.

Communicates with school staff pertaining to grants and partnerships by coordinating CTE programming such as School-To-Apprenticeship, Introduction to the Trades, Tech Prep, and Technical Skills Assessments.

Provides overall administrative support to the program director. Using advanced word processing, database, and software programs, transcribes, drafts, and prepares letters, memos, agenda items, newsletters, reports, contracts, grant requests, and other complex documents.

Maintains program statistics by recording and compiling data. Runs reports as required for finance, communications, and other district departments.

Creates clear, user-friendly, and graphically appealing brochures, web pages, proposals, budget templates, and other districtwide and public materials (print and web-based) related to CTE.

Answers and directs in-person and telephone inquiries; serves as a program representative and subject matter expert regarding program procedures and processes and responds to issues as appropriate, referring to director when necessary.

Investigates, documents, and responds to routine complaints and clarifies policies and procedures when appropriate. Resolves daily operation problems within parameters of established policies and procedures.

Updates and maintains databases and web sites to collect and disseminate information among school district personnel and partner agencies.

Performs program-related accounting, personnel, and payroll functions such as: monitors the department financial accounts; orders supplies and equipment; reconciles accounts and maintains receipt and disbursement records of funds; processes employee change of status, time sheets, employee leaves; maintains subscriptions to online databases.

Manages departmental and grant-related travel by making travel arrangements and ensuring logistical details are taken care of; schedules related events, meetings and interviews as appropriate.

Organizes and maintains required files and records, including confidential materials. Performs intake, processing, tracking, and compilation of outside credit requests for CTE programs.

Participates in teleconferences and provides summary to director.

Non-Essential Job Functions

May identify and recruit project resource persons.

May solicit and review applications for temporary support staff and orientate temporary hires.

May attend and assist with professional learning sessions, including producing materials in various media, set-up and taken down software, equipment, and materials.

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment, including computer, printer, copy equipment, fax machine, and 10-key calculator.

Independent Decisions

Makes routine job related decisions.

Primary Working Contacts

Daily contact with program administrator, administrative center staff, and the public.

Responsibility for Cash, Equipment, Safety

Maintains accountability for P-Cards and student activity monies. Secures other monies as required.

Supervision Received and Exercised

Receives oral and/or written instructions from the program director.

Unusual Working Conditions

Work is performed in a normal office setting. Position is mostly sedentary with extended periods sitting at desk/computer. May provide support outside of the normal workday. Attendance at evening meetings may be required. Work occasionally may be stressful due to hard deadlines.

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. Minimum of 48 credit hours of post-secondary education, preferably in the area of technical writing or in a business related field. Experience in a related field may be substituted on a year for year basis for the education requirement.
2. Minimum of three (3) years of administrative and/or office management experience, to include one (1) year of experience with web page development and maintenance.
3. Excellent knowledge of standard office procedures, practices, and equipment.
4. Strong oral and written communication skills in English are required.
5. Proven skill in maintaining accurate records and filing systems, including bookkeeping skills required.
6. Excellent skills in the use of computer software, including word processing, spreadsheet, database, desktop publishing, and web site editing; experience with email and the internet.
7. Ability to do high school level math and bookkeeping/accounting functions.
8. Ability to work under pressure and adhere to strict deadlines.
9. Ability to work collaboratively with others.
10. Ability to meet deadlines and flexibly reprioritize work as needed; identify and address program needs; positively represent the program, user groups, and the public; interact with others in a courteous and tactful manner; and maintain confidentiality of records and oral information required.

The following is preferred:

1. Experience with MUNIS software system.
2. Experience with PowerSchool software system.
3. Experience with grant development, graphic design, and public relations.
4. Experience with Fairbanks North Star Borough School District procedures and processes.

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.