

Cabell County Schools
Job Description
Career and Technical Education Advisor
(Extra-Curricular)

Position: Career and Technical Education Advisor: *CTE Advisor*
(Extra-Curricular)

Location: As per posting

Supervisor: Principal

Salary: As per Cabell County pay schedule

Job Description: The CTE Advisor will work with instructors to support Career and Technical Education protocols, procedures and policies. The CTE Advisor will provide professional development to expand and/or refine the effectiveness of CTE integration. Work closely with the CTE Director, School and Central Office Administration to promote Career and Technical Education (CTE).

Qualifications:

1. Must hold a valid WV Professional Teaching Certificate.
2. Career Technical/Vocational Certification preferred, but not required.
3. Proficient knowledge of WVDE Policy 2510, Policy 2520.13 (Simulated Workplace protocols), career and technical education concentrations and completer requirements.
4. Demonstrate a willingness to assume a leadership role.

Responsibilities:

1. Plan, schedule, conduct and/or assist with CTE staff development.
2. Work with school administration, counselors and CTE instructors to plan, schedule and assist in the administration of all tests relevant to CTE. Such as: Portfolio and Capstone projects, NOCTI, and other WVDE performance assessment requirements. (as these may change)
3. Assist in monitoring student progression through the concentration requirements, ensuring completion.
4. Gather and assist in submitting CTE data for WVEIS, WVDE and reports such as: fall CTE enrollment, Completer scores, completer's placement report and the LEA plan.
5. Develop and analyze CTE data to identify strategies to improve instruction and performance.
6. Promote and assist with CTE clubs and organizations such as: SkillsUSA, HOSA, FFA, and DECA.
7. Promote post-secondary pathway opportunities by attending the Tech Prep Consortium meetings; and by gathering, submitting, and disseminating information regarding EDGE credit and dual credit.
8. Attend trainings and meetings per request of the CTE director or school administration that may require travel.
9. Facilitate and support the philosophy and vision of Simulated Workplace.
10. Assist in coordinating Simulated Workplace applications, interviews, and drug form/orientations. □
Assist in preparing CTE programs for Simulated Workplace business and industry inspections.
11. Provide professional development and support to instructors regarding Simulated Workplace requirements and expectations for their company.
12. Create positive relationships with instructors, administrators, WVDE staff, and business/industry representatives.
13. React to changes productively and share new ideas frequently.
14. Assist instructors with technology/data reporting issues as they arise.

15. Act as a liaison between school/county instructors and administrators and the county director, superintendent, and WVDE.
16. Assist CTE instructors in developing and maintaining active Advisory Boards.
17. Assist in planning, organizing and coordinating the annual CTE Advisory Board Dinner meeting.
18. Other duties and responsibilities as assigned by school administration or by request from the CTE Director/Coordinator.

Revised 05/28/2020