

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM FACILITATOR – VOCATS CAREER AND TECHNICAL EDUCATION PROGRAM SERVICES

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of supervisory, administrative, and professional tasks to coordinate the implementation of computerized instructional management system. Work involves coordinating and providing training and technical support to assist teachers in implementing computerized instructional management system. Work also involves providing technical assistance and support for implementation of the integrated technical preparation curriculum. Reports to the Director – College Tech Prep/ Career and Technical Education.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Coordinates the distribution, collection, scanning, scoring, and data reporting to NC DPI of all Career and Technical Education EOC tests to measure academic and technical attainment.

Compiles Career and Technical Education EOC tests results by school, course, teacher, and student demographics.

Coordinates and provides training and technical support to assist teachers in implementing a computerized instructional management system and student achievement tracking system. .

Assists teachers in assessing and using academic/technical enabling skills assessment data to develop integrated lesson plans and curriculum strategies by course objectives as required by federal legislation for Career and Technical Education programs.

Provides technical assistance and training to assist teachers in establishing and using appropriate computers, test scoring scanners, installing the Information Management System software, text input scanners and software work stations needed to support the standard course of study.

Coordinates and supervises the development of new curriculum banks.

Reviews and plans computer needs for teachers to use the Instructional Management System.

Coordinates and supervises the development and data entry of instructional materials correlated with the standard course of study.

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Provides technical assistance and training for teachers in appropriate use of text scanners and downloading of data to computer files to maximize use of existing and new computer work stations.

Works with community organizations and individuals on projects related to instructional achievement and curriculum.

Collects assessment data from schools, processes data, and distributes to instructional specialists.

Assists teachers in collecting and using data related to curriculum content, instruction and student learning.

Develops process manuals to assist teachers to utilize software/hardware stations to electronically produce criterion-referenced assessments, lesson plans by objective, other instructional materials, and add instructional materials to the curriculum banks.

Provides technical assistance to teachers in using assessment data to adjust instruction to increase student achievement.

Develops and maintains a database for College Tech Prep industry council presentations and to track curriculum materials distribution.

Assists the Director and Coordinator of Career and Technical Education in the collection of data for the development of the Career and Technical Education local plan an application for State and Federal funds.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in Education Administration, Education, Counseling, or a related field and 3-5 years experience in a Career and Technical Education area; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must be eligible for certification as a Vocational Education Director by the State of North Carolina.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, typewriters, copiers, facsimile machines, calculators, etc. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, articles, applications, etc. Requires the ability to prepare correspondence, reports, forms, position papers, evaluations, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

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Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of Microsoft Windows-based computers and a variety of software and peripheral hardware components, including a thorough familiarity with Microsoft Excel, including the use of pivot tables. Knowledge of Microsoft Access is also recommended.

Considerable knowledge of all eight Career and Technical Education curriculum areas.

Thorough knowledge of computer hardware, scanners, and of various data collection, reporting, scanning, and scoring software such as Clarity, Classroom Manager, ABC Tools, and Microsoft Office Suite.

Considerable knowledge of the County and School Board policies, procedures and standards regarding education.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the principles of supervision, organization and administration.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

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Ability to evaluate the effectiveness of existing programs.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.