

**COORDINATOR OF TECHNICAL EDUCATION, EL, & ACADEMIC INTERVENTION**

The operational responsibilities shall include but not be limited to the following, in the areas of, Regional Occupation Programs (ROP), Career Technical Education (CTE), English Language Program (EL) and Academic Intervention (AI). The primary function of the Coordinator / ROP / CTE / EL / Academic Intervention is to assist the administration and staff in the implementation of the district's, ROP, CTE, EL and Academic Intervention programs.

1. Assists in planning, conducting and supervising programs and serves as the administrator of the programs on various sites when requested to do so by the principal.
2. Assists in the selection of staff; evaluates assigned personnel.
3. Supervises and promotes guidance and counseling and oversees the accuracy of student records.
4. Helps identify program expansion and improvement opportunities and prepares plans for consideration.
5. Assists in the preparation of applications for specially funded projects; assists in the supervision of programs receiving funding.
6. Participates in community based organizations and promotes positive relations between the school, business and community.
7. Assures that necessary program records, reports and data are maintained.
8. Assists in the preparation and monitoring of the budget.
9. Assists in developing curriculum, providing inservice opportunities and implementing and evaluating programs within assigned areas.
10. Directs, coordinates, and participates in long range planning of the total ROP / CTE and EL programs within the school district. Assists with the direction, coordination, and planning of Academic Intervention (AI) programs.
11. Represents the district in matters relating to ROP / CTE, EL, and AI as delegated.
12. Assists in the development, coordination, and evaluation of ROP / CTE, EL, and AI programs.
13. Assists in the development of inservice education programs for teachers, counselors, and other ROP / CTE, EL, and AI personnel as needed.
14. Assists in the preparation of financial, statistical, descriptive, and other reports pertaining to CTE/ROP, EL, and AI programs.
15. Assists in promoting and publicizing the total program of ROP / CTE.
16. Maintains proficiency in occupational and educational theory and practice through attendance at inservice education programs as well as attendance at federal, state, regional and other conferences and meetings concerned with ROP / CTE, EL, and AI.
17. Develops budgets for the programs supervised.
18. Carries out other tasks and responsibilities as assigned by the Associate Superintendent of Educational Services and/or Executive Director of Curriculum and Assessment.
19. Performs other duties as assigned.