

TITLE: Coordinator, Trade Extension

- QUALIFICATIONS:**
1. Master's degree or higher with a graduate degree in Educational Leadership or Administration/Supervision.
 2. A minimum of three years of successful teaching experience.
 3. Demonstrated knowledge of business and workforce educational programs.
 4. Demonstrated skill in oral and written communication.
 5. Demonstrated ability to work with diverse groups of people.
 6. Experience with industry-standard computer applications.
 7. Such alternatives to the above qualifications as the Board and Superintendent may find appropriate and acceptable.

REPORTS TO: Director, Technical, Career and Adult Education

JOB GOAL: To plan and manage a high quality part-time, business driven program that meets local business needs. This position is involved in the leadership of many diverse educational programs for workforce development training.

ESSENTIAL FUNCTIONS:

- *1. Develops and implements a master plan for scheduling classes, including publication and promotion of class offerings.
- *2. Supervises and directs all apprenticeship and part time programs.
- *3. Manages and supervises the department's financial resources, including the preparation and disbursement of the department and internal accounts.
- *4. Selects, hires and supervises qualified teachers for all programs.
5. Observes and evaluates teacher performance as it relates to student learning.
6. Ensures continuous improvement in measurable student performance and achievement.
7. Plans, organizes and schedules use of facilities, equipment and supplies.
8. Maintains a level of training and knowledge so as to stay current with developments in the trade extension fields.
9. Develop and administer prospective grant projects.
10. To perform other duties as assigned by the Director of the Technical and Career Education.

*Core Measures

OTHER RESPONSIBILITIES:

Performs such other tasks and assumes such other responsibilities as may be required by the Superintendent.

PHYSICAL REQUIREMENTS:

Position requires exerting up to twenty (20) pounds of force occasionally and/or up to ten (10) pounds of force frequently to move objects.

TERMS OF EMPLOYMENT:

Twelve month year. Salary as established by the Board.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of administrative personnel.

Adopted: 04-16-02