

Career and Technical Education Coordinator

Smoky Hill Education Service Center is seeking candidates for the position of Career and Technical Education Coordinator.

This person will be responsible for leading the career and technical education program for the service center. The successful candidate will be motivated, hardworking, proficient using technology as communication and educational tools, comfortable presenting, and able to function in a dynamic environment while working on various projects simultaneously.

Initial Requirements:

- Bachelor's degree or equivalent experience in education, business, or a related field.
- Experience in Career and Technical Education.
- A valid driver's license.

Position Responsibilities Include:

- Leading the Smoky Hill Carl Perkins Consortium.
- Writing and completing the consortium's Carl Perkins grant application.
- Providing technical assistance to schools on Carl Perkins, pathway planning, implementation, compliance, and related CTE topics.
- Communicating with schools, colleges, businesses, KSDE, KBOR and other stakeholders to support CTE and influence policy at state and local levels.
- Developing and delivering professional development related to CTE to school personnel.
- Representing the service center and member school districts at meetings related to CTE.
- Supporting member schools in CTE programs.
- Coordinating and conducting periodic needs assessments related to CTE programs.
- Evaluating information to determine CTE program effectiveness and to ensure the program is meeting schools' needs.
- Writing and administering other grants in the CTE area.
- Developing and strengthening relationships with business and industry contacts.
- Participating in regional, state, and national CTE organizations.
- Serving as a liaison between the service center, its members, and business partners.
- Serving as the Smoky Hill ESC representative at various events.

Additional Requirements:

- Ability to work both independently and effectively as a member of a team.
- Capacity to provide excellent customer service and maintain positive working relationships with staff members, customers, and partners.
- Effective organization and time management skills.
- Strong interpersonal and communication (both oral and written) skills with the ability to present information to a variety of audiences.
- Production of accurate, high-quality work within time constraints.
- Effective working relationships with school staff members, businesspeople, and fellow employees.
- Excellent prioritizing, problem-solving, and multi-tasking skills.
- Willingness to perform other duties as assigned by the SHESC administrative team.

To be considered for this position, please submit a cover letter, resume, and list of professional references to:

Karli Robinson, at Smoky Hill Education Service Center, 605 E. Crawford ST, Salina, KS 67401 or krobinson@smokyhill.org.