

ALAMO NAVAJO SCHOOL BOARD, INC.
POSITION DESCRIPTION

TITLE: Career Technical Education (CTE) Facilitator **EMPLOYMENT TERM:** Full-Time

DIVISION: Community Services **DEPARTMENT:** Post-Secondary

EXEMPT/NON-EXEMPT: Non-Exempt **FUNDING SOURCE:** NACTEP

QUALIFICATIONS:

- Must be actively working towards attainment of a degree.
- One or more years of successful experience in a similar position with positive evaluations
- Special knowledge, skills or abilities as follows:
 - a) Computer Literate to operate computerized career inventories and access to the internet

INDIAN PREFERENCE: Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native Tribal membership who meet the qualifications above, in accordance with the requirements of P.L. 93-638 and the Navajo Nation Tribal Code.

ADDITIONAL PREFERENCE:

- Working knowledge of the language(s), traditions, relationships and customs of the Alamo Navajo Community.
- Working knowledge of the physical, economic and social problems of the Alamo Navajo Community, which are likely to affect student progress in school and employment.
- Working knowledge of appropriate professional inter-personal interactions with colleagues, supervisor, other school staff, students, parents and community members.
- Prefer at least 30 college credit hours towards attainment of a degree.

SUPEVISED BY: Community Services Director

SUPERVISES: Participants enrolled in Post-secondary/Distance Learning Programs

PAY RANGE: Grade E on the General Salary Scale
(Grade F for AA degree)

WORKING HOURS: Scheduled with supervisor

LUNCH HOUR: 12:00 – 1:00 PM

POSITION GOAL: To coordinate Career Technical Education (CTE) activities, management and communication to increase Distance Learning and Career Pathway activities that promotes student enrollment, intake, goal setting, positive performance measures, retention and completion of programs leading to continuing education and/or employment opportunities for both secondary and post-secondary CTE participants.

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DUTIES & RESPONSIBILITIES:

- 1) Supports and efficiently carries out responsibilities in accordance with Alamo Navajo School Board, Inc. Policies and Procedures
- 2) Represents Alamo Navajo School Board, Inc. in a manner reflecting professionalism and which enhances community understanding of the program.
- 3) Protects the confidentiality client information.
- 4) Assists and/or reports distance learning equipment for classes and facilitates retention and completion of academic classes provided via distance learning.
- 5) Assists in performing community-wide needs assessments to identify future programming needs. In addition, assists with the intake process, goal setting, and referring participants to appropriate program.
- 6) Proctors all assessments such as TABE, ACCUPLACER, etc., collect assignments, and collect attendance records to be faxed, Fed ex to instructors located at their respective post-secondary institutions.
- 7) Receives course materials from distance learning, post-secondary instructors and distributes materials to students and manages and organizes all postsecondary textbooks.
- 8) Assists with classroom instruction targeting on Career Technical Education and Career Pathway topics including employability skills presentations and tutoring services.
- 9) Assists with Outreach/Recruitment activities to promote programs and increase enrollment as well as training opportunities.
- 10) Creates a positive networking partnership with post-secondary, distance learning, and training agencies to promote programs relevant to the needs of the students.
- 11) Keeps accurate and current inventory of supplies and materials stored in the outside storage areas and secures the area for safety. Ensures all equipment has been properly tagged.
- 12) Prepares reports, written plans, and documents relating to the implementation of student enrollment, retention, and completion activities in distance learning programs.
- 13) Provides for own professional growth through ongoing program of reading, and as scheduled by the supervisor, accepts and actively participates in training related to the job. Makes use of knowledge and skills learned on the job.
- 14) Performs other duties as may be assigned by the supervisor.

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Will be evaluated in accordance with the Alamo Navajo School Board, Inc. policies and procedures.

SPECIAL CONDITIONS:

This position is subject to finger printing and a criminal/character background investigation.

EVALUATION: Will be evaluated in accordance with the Alamo Navajo School Board, Inc., policies and procedures.

PD update: 11/05/2018

BOARD APPROVED: 12-22-11

BOARD APPROVED: 10/31/2018

CERTIFICATION

I have carefully reviewed the above position description of the qualifications, duties, and responsibilities of this position and certify acceptance of this description as complete and accurate.

Employee

Date

Immediate Supervisor

Date