

COORDINATOR, ASSESSMENT AND EVALUATION/CAREER TECHNICAL EDUCATION

BASIC FUNCTION:

Under the direction of the Director of Curriculum and Instruction, plan, organize, coordinate and implement District assessment programs and instructional activities; analyze and prepare data reports; manage and oversee instructional programs, facility coordination, curriculum development, community agreements, advisory committees, instructional activities and class schedules to support Career Technical Education programs, work-based learning and services; coordinate activities, communications, resources and information between ROP personnel, Community Partners, District Office, and school personnel to assure smooth and efficient instructional operations and activities; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL JOB FUNCTIONS:

Plan, organize, coordinate and implement assessment programs and instructional activities; create District benchmarks; prepare core instructional materials; manage and oversee Career Pathway instructional programs, facility coordination, curriculum development, instructional activities and class schedules in support of CTE programs and services; participate in the development and implementation of educational career and technical education courses offered by the District and ROPs as well as work-based learning opportunities; coordinate facilities for ROP classes and activities.

Visit various schools and community sites; monitor and evaluate instructional programs and services to assure compliance with established goals, procedures, guidelines, and regulations; evaluate effectiveness of instructional programs and services; assist in the implementation of instructional and curriculum modifications as appropriate.

