

Phoenix Union High School District No. 210
4502 North Central Avenue
Phoenix, Arizona 85012

Equal Opportunity Employer

POSITION TITLE:	TOA, CTE Curriculum Specialist	DIVISION:	Vocational Education
WORK YEAR:	9 Months	DEPARTMENT:	Curriculum
LOCATION:	Area Vocational Center	SALARY SCHEDULE:	Certificated

GENERAL STATEMENT OF RESPONSIBILITIES:

The CTE Curriculum Specialist will assist in developing competency-based curriculum for the following areas: Trade and Industrial Education, Business Education, Industrial Arts, and Home Economics. The Vocational Curriculum Specialist will also be responsible for implementing the computer management system and assist in the development of vertical and horizontal articulation projects.

MAJOR DUTIES:

1. Work with the Supervisor of Occupational Education, the Principal of the AVC, and vocational/occupational education teachers in the development, management, and evaluation of competency-based instructional modules for Trade and Industrial Education, Business Education, Industrial Arts, and Home Economics.
2. Implement the computer management system for competency-based vocational education.
3. Work with the vocational teachers and media specialist in the design and development of mediated instructional support materials including video tapes, slide/tape shows, audio recordings, and other flat graphics.
4. Develop materials for Advisory Committees as assigned.
5. Participate in the selection of materials and supplies to be used in the competency-based vocational education program.
6. Assist in the acquisition of federal and state funds pertaining to the vocational education programs.
7. Coordinate the evaluation of competency-based vocational education programs.
8. Participate in developing a communication network between General Education, Occupational Education, and elementary and secondary schools.
9. Design vertical and horizontal articulation projects.
10. Conduct assigned staff development activities.
11. Perform other duties as assigned by the Principal of the Area Vocational Center.

QUALIFICATIONS:

1. Possess a Master's Degree in Education.
2. Possess Arizona Secondary and Vocational Certification.
3. Have five years teaching experience.
4. Have at least five years experience in writing, managing, and evaluating competency-based vocational curriculum.
5. Have experience in organizing and conducting teacher in-service in the development of competency-based vocational curriculum.
6. Have three years experience in organizing and working with advisory councils.
7. Have at least two years work experience in business or industry.

SUPERVISION RECEIVED:

Principal AVC

SUPERVISION GIVEN:

Secretary

PREPARED BY:	APPROVED BY ASSIST. SUPT.:	APPROVED BY PERSONNEL:	NUMBER	EFFECTIVE DATE
			2114	Rev. 07/01/08