CTE Site-based Administration: Roles & Responsibilities

- ♠ Determine program enrollment/capacity
  - o New student applications
  - o Intent to return process
- ♠ Assist Registrar with student scheduling
- ♠ Update CTE program enrollment MIS data (identifiers)
- ♠ Provide discipline and academic counseling
- ♠ Create and oversee budgets
  - o Perkins
  - o CAPE
  - o CTE
  - o Other
- ♠ Complete purchase requests and receive on orders
- ♠ Maintain capitalized inventory
- ♠ Coordinate recruitment events
  - o District showcase
  - o Middle school presentations
  - o Open Houses
- ♠ Create flyers & marketing materials
- ♠ Conduct new teacher onboarding
- ♠ Provide instructional coaching
- ♠ Train school-based student ambassadors
- ♠ Manage program Advisory Boards
  - o Scheduling
  - o Agendas
  - o Communication
  - o Minutes
  - o Business partner communication
- ♠ Supervise industry certification testing
  - o Scheduling

- o Paperwork/documentation
- o Test administration
- o Data input (MIS)
- o Reporting
- ♠ Schedule guest speakers, field studies
- ♠ Arrange WBL opportunities
  - o Identify placements
  - o Student applications
  - o Mock interviews
- ♠ Coordinate school-based competitions
- ♠ Assist sponsors with CTSO event scheduling
- ♠ Lead Internal Site Review
- ♠ Identify instructional resources
- ♠ Construct CTE website blog posts
- ♠ Complete value-added reporting
- ♠ Conduct CTE teacher observations/evaluations
- ♠ Seve as CTE dual enrollment coordinator
- ♠ Attend CTE student meetings (guidance, IEP)
- ♠ Submit student award/scholarship nominations
- ♠ Participate as school administration team member
- ♠ Chaperone Field study/CTSO events
- ♠ Identify program equipment needs/cycle
- ♠ Provide professional development
- ♠ Assist with CTE teacher job postings and hiring process
- ♠ Communicate with parents/guardians