Instructional Specialist for CTE

**Reports to:** Director for Curriculum and Instruction  
**Supervises:** Management, Career Development, and Special Populations Coordinators  
**Term of Employment:** 12 months  
**Salary:** Teacher Salary Scale  
**FLSA Exempt/Non-Exempt:** Exempt

**Qualifications:**
- Master’s Degree
- North Carolina Teaching License
- Five years of successful teaching experience in CTE related field

**Purpose:** Provide support to CTE teachers and other CTE personnel within the local school system for implementation, and development of the Moore County College and Career Ready Promise to improve teaching performance and student outcomes.

**Essential Job Functions:**
- Adhere to local, state and federal school laws, policies, and regulations
- Compliant with federal, state, and local laws, regulations, and policies regarding CTE Final exams and the Testing Code of Ethics
- Interprets educational policies, programs, and procedures regarding CTE final exams to a variety of audiences
- Serves as a liaison between the schools and central office administration
- Provides directions designed to promote continued growth and increased effectiveness among school personnel with VoCATS
- Utilizes VoCATS data for use in developing long and short-range goals and objectives for the improvement of school/teacher instruction
- Maintains focus of VoCATS that supports the system-wide local program and district goals
- Provide staff development to assist CTE teachers in successfully implementing and monitoring a competency-based instructional management model and instructional management system
- Assist CTE teachers in the developing of pacing guides/yearly plans of instruction, including lesson plans designed to correlate with the Standard Course of Study
- Serve as resource to CTE teachers as they identify, evaluate, and recommend curriculum materials appropriate to the Standard Course of Study and student needs
- Assist CTE teachers in using student performance results/data to improve instruction
- Upgrade own professional knowledge and skills through reading, workshops, training sessions, conferences, and courses
- Assist with the coordination, administration, and scanning of CTE post assessment tests
- Assist with reporting CTE final exams to the summer staff, the superintendent, and the MCS Board of Education
- Assist CTE teachers in serving at-risk, disadvantaged, and other special populations as appropriate within the guidelines of CTE and the VoCATS instructional model, which may include modifying or adapting lesson plans and test items
- Facilitate business, education, and community partnerships that provide opportunities for students and support CTE
- Serve as liaison with the business, industry, education, and military community
- Publicize partnership resources
- Participate in professional development activities at the local, regional, state, and national levels
- Engage in professional growth opportunities to remain current with trends, demands, and emerging careers in a rapidly changing workforce
- Assists with implementing Career and Technical Education curriculum
- Provides teachers with appropriate instructional management resources such as blueprints, curriculum guides, equipment list, facility guides and/or vendor generated curriculum resources
- Encourage and support the improvement of instruction through a current knowledge of curriculum development and instructional strategies
• Maintain knowledge of federal and state legislation and local policies
• Maintain current knowledge of the Standard Course of Study, 21st Century Skills, current Graduation Requirements and Graduation Projects to foster high-skill, high-wage, and high-demand career opportunities for students
• Assist with school redesign initiatives to provide innovative programs, such as College Teach Prep, Career Clusters, Project Lead the Way (PLTW), Career and College Promise, Career-Themed High Schools and Career Academics
• Coordinate with CTE Administrator to ensure that professional development and other strategies for improvement are included in the Local Planning System as appropriate
• Create professional and development based on information gained from attendance at regional, state and national conferences and meetings, including integration of academic and CTE curricula
• Maintain a current knowledge base of Career and Technical Education latest trends, developments, and research including labor market and economic development trends
• Performs other related duties and responsibilities as directed by supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:
• operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
• operate a motor vehicle
• compare, interpret, analyze and generate data and apply basic principles of statistics
• listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
• respond appropriately to inquiries or complaints
• use tact and courtesy when working and dealing with community
• read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
• write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
• speak before groups of people with poise, voice control and confidence
• apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
• deal with abstract and concrete variables
• demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
• interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
• interpret and carry out oral and/or written instructions
• demonstrate continued professional curiosity and growth
• communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
• hear, speak, read, record, and explain information, communication, and procedures
• perform basic math functions to understand and interpret data, to balance budgets
• deal fairly with people beyond giving and receiving instructions
• perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations.