POSITION DESCRIPTION

TITLE: CCTE Business Outreach Coordinator
LOCATION: CCTE ASC
REPORTS TO: CCTE Director
DEPARTMENT: College, Career and Technical Education

SUMMARY STATEMENT:
This individual is responsible for all aspects of the development of business partnerships for the CCTE department to support state program standards including: advisory committees, student/staff event coordination, career and college fairs, work-based learning and other activities to support career awareness and preparation for students and teacher professional development.

ESSENTIAL FUNCTIONS:
1. Develop business partnerships to support all aspects of CCTE state standards and federal requirements.
2. Coordinate with external agencies to provide access for students and staff to community/business events.
3. Coordinate all required L & I district and agency documents with current and future employers.
4. Create a data system to capture all business partnership activities related to CCTE, disaggregating data as required by federal funding.
5. Provide expertise and support to teachers and career centers in the development of business partnerships to support worksite learning, career/college fairs, mock interviews, job shadows, monitoring, field trips, etc.
6. Coordinate teacher externships working with business and community agencies.
7. Grant writing to support project-based learning activities.
8. Work collaboratively with district Community Partnership Supervisor to consolidate efforts.
9. Develop and administer surveys for CCTE program compliance.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.
2. Participate in staff development opportunities appropriate to the position as they become available.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%) Hearing (66-100%) Speaking (66-100%)
Standing (33-66%) Sitting (33-66%) Writing (66-100%)
Stooping/Bending (33-66%) Walking (33-66%) Acceptable Attendance
Lifting Up to 50 lbs individually
More than 50 lbs with assistance (33-66%)
MENTAL DEMANDS REQUIRED:
Confidentiality (66-100%)  Problem Solving (66-100%)  Reading Documents (66-100%)
Verbal Communication (66-100%)  Written Communication (66-100%)  Constant Interruptions (66-100%)
Multiple Concurrent Tasks (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a
disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), typewriter, telephone, photocopy machines, and all other tools and equipment necessary
to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Bachelor degree in Human Resources, Business, or related field; or, equivalent work experience.
2. Two or more years’ experience in a leadership position working with business outreach outside of
   education.
3. Strong work management skills with the ability to handle multiple assignments and the ability to meet
tight timelines.
4. Demonstrated ability working collaboratively and demonstrated experience building effective teams in
   a dynamic work environment.
6. Highly-detailed and organized in work.
7. Strong and effective marketing skills.
8. Demonstrated proficiency in computer applications, including Windows environment and related
   Microsoft applications.
9. Grant writing/reporting and other fund development experience preferred.
10. Demonstrated ability to prepare and compose correspondence.
11. Demonstrated public speaking skills in various settings.
12. Demonstrated ability to set up data collection systems.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________  Date: _______________

District: ___________________________  Date: _______________

New ☐
Revised Date: 09/27/2017
Classification: Professional Technicians (PSE)
Class: Class VII
Display on Web? Yes

CCTE Business Outreach Coordinator