



- \* Follows established policies and procedures required by district and school; ensures required district and school forms are completed, maintained, and updated for students who have been placed in EVIT programs.
- \* Works closely with staff to identify potential barriers that may prohibit a student's completion of embedded credit; helps develop strategies with students and teams to overcome identified barriers.
- \* Collects, organizes, and supervises the completion of required school records and reports for teachers with embedded credit programs; helps with school records and reports as assigned by supervisor; works with staff to provide required data and information to necessary entities..
- \* Maintains and provides current labor market information, including information related to current economic trends to program instructors, as necessary.
- \* Monitors student progress per requirements and standards established by the district.
- \* Fosters and maintains effective relationships with sending school personnel, as needed.
- \* Works closely and coordinates with teachers to ensure student needs are being met for embedded credit.
- \* Ensures confidentiality of all program records and student information.
- \* Develops a strong understanding of school programs and their requirements; maintains current information and updates information on state and national developments that may impact training opportunities for the faculty and students.
- \* Attends meetings and training per requirements of the Supervisor.
- \* Participates on two school committees, as determined annually.

**Minimum Qualifications:**\* Bachelor's degree in Education, Master's preferred or more advanced degree from an accredited institution (Official transcripts required); AND

\* A valid Teacher's Certificate from Arizona or another state; AND

\* Several years of verified teaching experience; AND

\* Completion of a program in education and work history surrounding curriculum and instruction; AND

\* Previous experience in embedded credit cross walking is preferred; AND

\* CTE experience is desired.

**Knowledge, Skills, and Abilities:**

- \* Working knowledge of instructional theory, the developmental process, competency-based curricula, behavior modification techniques, school laws, career assessment and planning.
- \* Knowledge of current labor market trends, employment laws, conditions and practices, and school-to-work activities.
- \* Possesses current understanding of the fundamentals of the trade/technical areas.
- \* Knowledge of record keeping procedures including the ability to collect and organize data and information.
- \* Possesses strong organizational skills.
- \* Ability to develop and maintain effective working relationships with school districts, business and industry representatives, community and educational agencies, faculty, support staff, parents, and students.
- \* Working knowledge of modern office practices and procedures, including applicable computer operations and software, i.e., Microsoft Office Suites, database management programs, such as Power Schools.
- \* Ability to establish and maintain appropriate levels of authority as well as creating an atmosphere of support and confidence for staff and students.
- \* Ability to apply principles of logic or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.
- \* Possesses effective written and verbal communication skills, including grammar, spelling, and punctuation.
- \* Ability to work in an environment youth (16-17 years old) and young adults (18-21 years old) effectively.
- \* Ability to work independently and to manage work assignments with minimum supervision to meet schedules and deadlines in a timely manner.
- \* Ability to deal effectively with stress caused by workload, deadlines, and situations as they occur.
- \* Ability to work a flexible time schedule.
- \* Must be tactful, have good interpersonal skills and sound judgment.

**Working Conditions:**

\* The employee hired for this position will work a basic 40-hour workweek. Hours are typically 7:30 a.m. - 4:30 p.m.; however, hours may be extended if job related responsibilities are required outside the normal work hours. The employee may work evening hours, attending advisory team meetings, career fairs, and other school-sponsored activities.

\* The employee will interact with many types of personalities and other individuals, i.e., family members, friends, or employers who may be angry, difficult or indifferent. All these factors may contribute to a stressful environment, and therefore, while this work may be satisfying, it can also be emotionally draining.

\* This position is eligible for paid Federal, State, and District approved holidays during the 12-month working period.

\* The employee will be provided a private office to work with staff or districts, as needed. A desk, computer workstation, and telephone will be provided for the employee.

\* Applicable Arizona Statutes pursuant to Title 15 (Education), Title 13 (Criminal), and Title 38 (Public Officers and Employees) prevail. Proof of immunization (if born on or after January 1, 1957) and fingerprinting shall be required of all employees.

**I fully understand the job duties, responsibilities, and working conditions that are outlined above and that have been discussed with me by my supervisor.**

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<b>Employee's Signature</b>	<b>Date</b>	<b>Supervisor's Signature</b>	<b>Date</b>
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