



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Career and Technical Education Curriculum and Data Specialist
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8870
<b>Reports to:</b>	Director of Career and Technical Education
<b>Shift Length:</b>	8 Hours a Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

Perform duties within Career and Technical Education related to curriculum development and revision, as well as data collection and reporting. This position works with the Career and Technical Education and College and Career Readiness teams daily.

**Essential Functions:**

- Coordinate and facilitate Curriculum development and oversight
- Assist with IRC selection and implementation
- Assist CTE Professional Learning Communities in their work
- Develop common quality indicators and scope and sequences to provide curriculum consistency across the district
- Collect and monitor all CTE data both internal and external
- Create better mechanisms for CTE Instructor oversight related to IRC's and stackable credentials
- Work with the Deputy over Accountability related to CTE and Carl Perkins documentation
- Assist with items such as Comprehensive Local Needs Assessment, Professional Development and such
- Work with Industry Partners and Community Colleges to ensure curriculum is aligned to and validated by local workforce
- Assist with setting strategic short- and long-term goals and priorities to ensure coordinated review and improvement processes
- Perform related duties and special projects as assigned

**Knowledge, Skills, and Abilities:**

- Ability to apply basic principles to solve practical problems
- Excel spreadsheet proficiency
- Curriculum development knowledge
- Ability to deal with a variety of variables in situations where only limited standardization exists

**Experience:**

- Minimum of 5 years as a Career and Technical Education instructor
- Experience working with curriculum development

**Education:**

- Career and Technical Education certification (required)
- Master's Degree (preferred)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle



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- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____	_____		
Human Resources	Date		

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***