

CTE Coordinator Roles Chart

<p>Katie Campbell</p> <p>Title: CTE Instructional Coordinator</p> <p>Phone: 512-644-1907</p> <p>Email: katie.campbell2@hayscisd.net</p>	<ul style="list-style-type: none"> • Assist with lesson planning and campus instructional strategies using TEKS • Maintain and update the Content Resource Website • Work with new teachers to help with curriculum and classroom management ideas • Schoology Questions • Help with purchasing and ordering instructional materials for courses along with industry-based certifications • Proctoring exams that can not be proctored by the classroom teacher • Sends out a monthly newsletter to all CTE Teachers with updates and important information • Creating and coordinating professional development on instructional strategies, differentiation, GT Updates, new teacher training, etc. • Assist with setting up secondary PLTW Trainings and PLTW Site Management • Provide assistance with grant writing, ordering supplies, and program evaluations • Instructional Walks
<p>Title: CTE Workforce Development Coordinator</p>	<ul style="list-style-type: none"> • Assist with practicum placements and internships • Connect programs with business and industry partners • Scheduling of CTE Instructional Aides • Assist with clinical rotations & drug testing • Fire Academy liaison • Publish "Navigate Your Future" course guide and flowcharts • National Manufacturing Day • COW Day • CREW Day • Teacher Externships • Practicum Placement Walks • Shop Safety Walks
<p>Matt Kelly</p> <p>Title: CTE Technology Coordinator</p> <p>Phone: 512-669-9762</p> <p>Email: matthew.kelly@hayscisd.net</p>	<ul style="list-style-type: none"> • Responsible for preparing software updates and reimaging computer labs • Diagnose and complete Technology Work Orders for CTE teachers • Assist with TimeClock Plus - Cosmetology & Barbering at all three high schools • Proctoring exams that can not be proctored by the classroom teacher • Plan, conduct and facilitate trainings & provide one-on-one assistance related to gMetrix & Certiport certifications • Conduct annual computer and technology inventory and assessment • Work with teachers to evaluate software purchased and its effectiveness increasing certifications before renewals • Assist with classroom computer lab setup and update Arts and A/V broadcasting studios to ensure they are ready for fall deployment of video announcements. • Assist with stadium scoreboard • Onboard new teachers to familiarize them with software and tools available to them • Maintain software list and obtain quotes to renew software before they expire • Technology Walks