

Program Specialist IV for CTE Educator Standards and Support

General Description

Transform the future of CTE educators by first working to create and launch the Workforce Training certificate and ensuring the transition from standards to preparation and training. Second, by collecting, modifying, and sharing best practices around CTE curricular resources in the state and spreading best practices from district to district.

Essential Job Functions

- Convene and facilitate an advisory committee of trade and industrial educators to develop the standards that will be the basis for the Educator Preparation Program curriculum and certification examination.
- Work with agency staff to move standards through the SBEC and SBOE rule-making process.
- Work with the contracted testing vendor and various committees to develop the certification examination including test item review and creation of preparation manuals.
- Review and recommend for approval the applications from Educator Preparation Programs seeking to offer the certificate for trade and industrial workforce training.
- Coordinate the agency's efforts to incentivize and spread Grow Your Own initiatives to increase the quality and diversity of the Texas teacher workforce.
- Collaborate across divisions and with external stakeholders to create and curate curricular resources, identify best practices in the field and spread these across the state to support the above initiatives.
- Consistently reflect, check, and adjust tasks based on progress of project plan to goals.
- Assist in additional educator standards development and test development processes as needed.

Minimum Qualifications

Education: Graduation from an accredited four-year college or university

Experience: Requires a minimum of four (4) years of combined experience in education, preferably with direct experience in teaching a CTE course and working with curriculum from standards to instructional materials.

Substitution: An advanced degree as described may substitute for up to two years of required experience.

Knowledge, Skills and Abilities:

Knowledge of: creating and/or interpreting standards and designing outcomes-based instructional planning and assessment; best practices in teacher preparation and ongoing professional development;

Skill in: long-term planning and project management, including establishing outcomes, determining evaluative measures, and tracking progress; analytical thinking, conceptual thinking; small and large group facilitation; reviewing plans (including curricular resources), documents and drafts to provide high-quality feedback both verbally and in writing; identifying best practices in education and strategizing how to spread them

Ability to: take initiative to improve measurable student outcomes and inspire secondary students to realize their potential and pursue a college education; build strong relationships with a variety of stakeholders to gain their input and investment on a range of issues; set clear expectations and hold others accountable for performance; reflect and continuously improve