



We are pleased to announce that we are seeking qualified applicants for the position of

CAREER & TECHNICAL EDUCATION (CTE) INSTRUCTIONAL SPECIALIST

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

POSITION(S): 1 Career and Technical Education (CTE) Instructional Specialist
40 hrs/week, M-F, 193 days per year

LOCATION: High Desert Regional Education Center, Redmond

START DATE: August 29, 2022

SALARY RANGE: As established by bargaining agreement, 2022-23 Licensed Salary Schedule (based on experience and education). Benefits include family insurance package, sick leave, paid holidays, generous tuition reimbursement, PERS contributions.

QUALIFICATIONS: **Definition**
The Career and Technical Education (CTE) Instructional Specialist is responsible for assisting regional high schools and community colleges in developing and implementing seamless Career and Technical Education Programs of Study. The specialist will provide support to secondary teachers and college instructors in the process for CTE Program Approval following Federal Perkins guidelines.

Qualifications

The Career and Technical Education (CTE) Instructional Specialist must be a TSPC licensed teacher or community college instructor with a preferred minimum two years experience in Career and Technical Education teaching or management. The Instructional Specialist must know and be able to apply the Perkins Act to all regional high schools and participating community colleges. The Instructional Specialist must have working knowledge of general education practice, pertinent laws, understanding of special education and district policy. He/she must have successfully worked with teams and be able to manage equipment and supplies. The ability to perform significant reaching, bending, stooping, crouching and lifting 50 pounds is expected. Must have access to reliable transportation, and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

Please see attached job description for additional information and responsibilities.

APPLICATION PERIOD: Closes 5:00pm, Friday, April 22, 2022

CONTACT: **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**
Brook Rich, 541.279.1077 or brook.rich@hdesd.org

A COMPLETE APPLICATION INCLUDES

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDESD website www.hdesd.org or through Recruit & Hire site <https://highdesert.tedk12.com/hire/Index.aspx>)
- Three (3) professional letters of recommendation

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Specialist
High Desert ESD
2804 SW Sixth Street
Redmond Oregon 97756
Fax 541.638.9654
kristen.johns@hdesd.org

If you currently hold a regular position with HDESD, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDESD requires employee's wages be paid via direct deposit to a bank account or paycheck.

APPROVED: 4/1/2022

DIRECTOR OF HUMAN RESOURCES
Posting #L22-23/503-5381

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Classification: Licensed

Reports to: Director of CTE and STEM

Performance Responsibilities

1. Assist regional high schools and community colleges in developing and implementing seamless CTE Programs of Study
2. Promote Career and Technical Education
3. Assist in student data assessment, program implementation, and improvement of CTE
4. Provide external and internal technical assistance and in-service training to CTE teachers
5. Have a working understanding of the ODE Program of Study Approval process
6. Assist with the Instructor Appraisal Process
7. Work with the ODE/HECC/other educational entities to bring state and national programs and resources to the region
8. Have a working understanding of Federal Perkins legislation
9. Support new CTE teachers through a mentor program
10. Work cohesively with CTE and STEM team to provide/support opportunities regionally
11. Perform a variety of other duties related to career and technical education
12. Respect and maintain confidential information in all situations
13. Fulfill related duties as assigned

*This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job.

Terms of Employment: A contract renewable annually by the Board of Directors, under the terms and conditions of the statutes and administrative rules of the state of Oregon, conditioned upon successful evaluations and the employee's maintenance of a current, valid teaching credential. Salary and benefits are established by policy and bargaining agreement.