

Wisconsin Content Guidelines for

Program Coordinator: Career & Technical Education (5093) Licensure

A Career and Technical Education Coordinator will demonstrate knowledge of and skill in:

1. Developing policies, long-range plans and advocacy for career and technical education based on current research, federal and state requirements, and best practices.
2. Understanding and promoting the concept of comprehensive programs in career and technical education which includes teaching the academic disciplines of Marketing, Management, and Entrepreneurship Education; Business and Information Technology Education; Health Sciences Occupations Education; Agriculture and Natural Resources Education; Technology and Engineering Education; and Family and Consumer Education.
3. Understanding and promoting the concept of comprehensive programs in career and technical education which includes co-curricular career and technical student organizations related to each of the disciplines.
4. Understanding and promoting the concept of comprehensive programs in career and technical education which includes planning, coordinating, and evaluating work-based learning as a strategy for career development.
5. Developing and implementing on-going evaluation plans for career and technical education and using the results for program improvement.
6. Developing school, business, and community relations that support the goals of career and technical education including creating advisory committees and serving on economic development committees.
7. Developing and managing budgets and grants.
8. Gathering, analyzing, and disseminating data related to career and technical education, including local, state, and national labor market information.
9. Personnel selection and supervisory practices according to accepted personnel standards.
10. Assessing staff development needs and providing quality staff development opportunities in career and technical education including in-services, workshops/meetings, and sharing research and best practices.

11. Strategic planning, group facilitation, conflict resolution and mediation, and continuous improvement practices.
12. Understanding the *Wisconsin Developmental Guidance Model and the Education for Employment Standards*, especially the relationship between comprehensive career development and career and technical education.
13. Providing leadership in the understanding and promotion of post-secondary options for students especially in technical areas including articulation, Tech Prep, Youth Options, and nontraditional opportunities.
14. The integration of career and technical education model academic standards into K-12 curricula and assessment.
15. Understanding the roles and responsibilities of working in a profit-making business environment through externships, work experience, and volunteer experiences.