



*Coordinate course offerings with other coordinators.*

*Be familiar with IT equipment to set up and deliver training.*

*Supervise instructors and trainers.*

*Ensure instructors/trainers are informed of current procedures, products, regulations, etc. in their instructional areas.*

*Supervise enrollment of students.*

*Promote course offerings with students both by phone, in person & social media.*

*Use BIS database to maintain a record system related to classes conducted, students served, and total hours of training conducted.*

*Consult with the school counselor to ensure students who need direction regarding career goals or financial assistance are provided services*

*Coordinate activities with other coordinators to maximize offerings and industry training programs.*

*Partner with local, state and national agencies that sponsor programs PTC delivers.*

*Provide information of school activities and programs throughout the community.*

*Disseminate information regarding career and technical education opportunities.*

*Organize course information materials and complete required reports.*

*Participate in staff training, meetings and maintain active advisory committee members on the Business and Industry Services Department Advisory Committee.*

*Assist in upholding and enforcing rules and regulations of the board and develop and maintain program objectives consistent with the strategic plan of the school.*

*Maintain client records in accordance with state and local school requirements.*

*Must participate in staff training, meetings and maintain an active advisory committee member(s) on the Business & Industry Services Department Advisory Committee. Must attend annual Oklahoma Department of Career & Technology Education Conference in August of each year and other conferences and workshops as required.*

**LANGUAGE SKILLS:** Reasonable English and grammatical skills. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and to respond to questions from groups of managers, clients, customers and the general public.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, percent and to draw and interpret bar graphs.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; use hands to touch, handle or feel; and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; and stoop, kneel crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EXPECTED BEHAVIOR:** Maintain positive work atmosphere by behavior in a manner that promotes positive relationships with clients, customers, students, co-workers and supervisors. Maintain high degree of confidentiality regarding sensitive school, client and student information and maintain reciprocal, courteous and conflict free relationships with all staff to promote a conflict free work environment.