

- Develop a comprehensive promotional plan for Premier Series classes to include communication with districts and ACTEAZ members.
- Evaluate existing and potential new course offerings based on district request.
- Work with ACTEAZ on all marketing materials and course advertisements.
- Work with ACTEAZ Assistant Director to schedule trainings and instructors statewide.
- Represent the ACTEAZ Premier Series at appropriate meetings as directed by the ACTEAZ Executive Board related to Career Technical Education or ACTEAZ Assistant Executive Director.
- Travel in-state, as needed, to represent the ACTEAZ Premier Series at meetings and conferences.
- Attend ACTEAZ Board Meetings.
- Maintain/regular communications with statewide districts to promote professional development opportunities.
- Offer multiple Premier Series courses per semester.
- Identify instructors to facilitate courses based on experience and demand.
- and evaluation of homework submissions in accordance with course objectives. Provide instructors with all materials and information necessary to facilitate courses.
- Coordinate the distribution of certificates and credit earned by participants through roster validation
- Evaluate participant feedback to identify areas of improvement for courses taught.
- Maintain course paperwork including evaluations, certificates, homework, etc.
- Coordinate all course offerings for ADE credit opportunities at the ACTEAZ Summer Conference.
- Work with ACTEAZ Assistant Executive Director to manage all paperwork including evaluations, certificates, homework, etc.
- Work with admin to coordinate all office activities for the preparation and delivery of Premier Series materials (i.e. maintain inventory status to support classes)
- Assist instructors with logistics, materials preparation, etc.
- Coordinate all final checks for accuracy of personal information for course participants.
- Facilitate advisement of students regarding certification needs / following up with those currently enrolled.
- Work with the ACTEAZ Assistant Director to stay within the budget and prepare all quarterly reports.

Preferred Knowledge and Skills:

- Ability to develop curriculum and instructional materials
- Knowledge of Career and Technical Education and the CTE Delivery Model
- Ability to mentor and develop instructors to enable them to successfully deliver professional development and use relevant technology
- Knowledge of CTE teacher certification requirements
- Ability to coach teachers through the Arizona certification process
- A professional, service-oriented approach to working with others
- Proficient with Microsoft Office products
 - Preference for advanced experience using MS Excel (i.e. formulas, managing multiple worksheets, use of PivotTables and Pivot Charts)
 - Preference for advanced experience using MS PowerPoint (i.e. presentation and review and editing nature).
- Proficient with virtual learning platforms/management systems/virtual meeting platforms (i.e., Canvas, Google Classroom, Blackboard, Zoom, Pear deck, Microsoft Office) including course design, delivery, and maintenance.
- Willingness to learn and use educational tech applications to increase engagement and enhance course content.

- Possess strong organizational skills
- Ability to travel statewide as necessary to perform job functions
- Skill in applying and implementing leadership techniques
- Ability to speak clearly and concisely in written and oral communication.
- Demonstrate effective time management skills

Preferred Qualifications:

- A master's degree AND eligibility for an Arizona Teaching Certificate AND 5 years successful experience as a CTE Teacher OR any equivalent combination of experience and education from which comparable knowledge, skills and abilities have been achieved.
- Valid AZ driver's license and willingness to regularly travel statewide.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 50 pounds at times.
- Travel for meetings with stakeholders throughout Arizona
- ACTEAZ Offices are based in Glendale, Arizona, which will be the assigned workstation.

Application Procedure:

- Submit applications to: shellyyork@acteaz.org

Include: ACTEAZ Job Application
 Letter of interest
 Current resume
 Three professional letters of reference

Other Notes:

- Starting date for this position is July 1, 2024.
- Salary range: \$60,000 to \$75,000.
- .8 to 1.0 flexible status
- Vacation, Holidays, and health stipend (no health benefits)
- Employment with ACTEAZ is not eligible for ASRS retirement.