

Premier Series Program Coordinator

The Association for Career Technical Education of Arizona (ACTEAZ) is a 501C-6 non-profit corporation that strives to add value for all CTE professionals – educators, counselors, administrators, support staff, and industry leaders to advance CTE across Arizona's secondary and post-secondary environments.

ACTEAZ is committed to:

- Activating CTE Professionals to make a difference.
- Empower a diverse, connected community of CTE leaders.
- Increase public awareness and appreciation for the impact of CTE.
- Serve as a voice for members at local, state, and federal levels.

This job description is for a Premier Series Program Instructor/Development Coordinator who serves ACTEAZ to continue growing in today's ever-changing world. The chief responsibilities include the following:

Responsibilities and Duties:

- Create/maintain Premier Series course materials both static and virtual (PowerPoint, Note-taker, Pear Deck, Handouts) which are professional in appearance, consistent with the ACTEAZ branding and adaptable for use by all approved Premier Series Instructors.
- Create/maintain Premier Series course materials in virtual and hybrid sessions.
- Ensure all materials and content are in accordance with copyright laws.
- Coordinate ongoing revisions and updates of Premier Series courses.
- Coordinate the development of new Premier Series course(s) as applicable by need or interest.
- Recruit and train 1- 3 instructors for each of six regions of Arizona (Southwest, Northwest, North Central, Northeast, White Mountains, Southeast) to deliver select Premier Series courses. This training will follow the Premier Series training model to include:
 - Observe the course (as taught by a vetted instructor) from the perspective of a student.
 - Observe the course (as taught by a vetted instructor) from the perspective of the instructor.
 - o Co-teach the course with mentor.
 - Teach the course with mentor present in a support role.
- Coordinate the evaluation of instructors.
- Convert existing Premier Series Courses into dynamic online experiences.
- Assist in the organization and participate in the annual Premier Program Series Retreat.
- Coordinate with other additional stakeholders such as Pima JTED, AZ CTE Curriculum Consortium and West-MEC.

- 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.