

**Position title: Curriculum Coordinator for Career and Technical Education (CTE)**

**FTE: 1.0**

**Start date: August 22, 2022**

**Salary range: \$60,000 - \$90,000**

**Description and responsibilities:** Washtenaw Technical Middle College (WTMC) is a high school located on the campus of Washtenaw Community College. We support student success in college coursework and college completion by providing meaningful educational choices, individualized advising, and skill-based instruction.

This is a new position in the school. Responsibilities of this position include:

- Coordinating, aligning, and documenting existing college career and technical curricula with state requirements and other institutions.
- Collecting, managing, and reporting data.
- Participating in ongoing training and learning in the career and technical education field.
- Promoting career and technical opportunities to the public; recruiting prospective students and families to CTE programs.
- Work effectively as a liaison between college technical programs and WTMC academic advisors to support student success.
- Develop work experiences in the community for students.

**Required qualifications:** Applicants must be able to work with diverse populations and support first-generation college students in successfully reaching completion of post-secondary technical or occupational credentials. The ability to work collaboratively, to stay organized, and to use or learn schoolwide digital tools are absolute requirements for this position.

**Strong candidates will have** a bachelor's degree in education and three or more years' experience in career and technical education.

**WTMC offers an excellent benefits package** including the MPSERS retirement system; a 403(b) plan with matching funds; health, vision, and dental insurance; graduate tuition reimbursement; health and fitness center membership; and disability and life insurance.

Interested candidates may send or email a cover letter, three letters of recommendation, and a résumé by May 23, 2022 to:

Karl Covert Ph.D.  
Dean / Superintendent  
Washtenaw Technical Middle College  
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Ann Arbor, MI. 48105  
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