

Job Description

Job Title: CTE Program Support Specialist

Position Code:

Job Classification: Non- Exempt

Supervisor: Program Administrator for CTE

Pay Grade: 29

Contract Length: 245 Days

Job Summary

Position is responsible for managing the overall Career and Technical Education grant financial efforts for support to the CTE Program and include preparing financial budgets, reviewing and monitoring CTE (Carl Perkins) grants and transactions, staying abreast of the current and updated compliance initiatives for both state and federal grant funds, billing, journal entries and grant preparation and reporting. Position provides support to CTE Program Administrators and CTE Specialists.

Essential Duties

1. Oversees Career and Technical Education Federal Carl Perkins Grant.
2. Documents payments and expenditures for all Career and Technical Education grants within office (Carl Perkins, Virginia Department of Education, specialty grants to include Governor's STEM Academy, Governor's Health Science Academy, Denbigh Aviation Academy and stimulus funding etc.).
3. Optimizes grant administration process. Identify and manage data for internal and external reporting.
4. Maintains accurate records related to budgets, amendments - ensuring complete and accurate financial activity related to the grant program. Ensures compliance with state and federal grant funding regulations.
5. Ensures reimbursements and budget amendments are accurate and processed in a timely manner.
6. Preparing monthly financial reports detailing funds expenditures, balances and analysis.
7. Effectively monitor large monetary sums of grant funds through MUNIS and state money management system (OMEGA).
8. Assists with educating staff on spending policies guidelines and ensures compliance. Allocate, disburse and monitor federal funds to schools and departments.
9. Engages with the Virginia Department of Education (compliance, amendments, coding, spend down).
10. Responsible for inventory of Carl Perkins funds, local CTE inventory, specialty grant inventory and its entities.
11. Stays abreast of current regulations and procedures related to CTE program regulations and applicable local guidelines.
12. Provide on-going support by engaging with school based bookkeepers, instructional supervisors, CTE Program Administrators, CTE Specialists, CTE Lead Teachers, Business department and VDOE in regards to Federal and State guidelines.
13. Coordinate Career and Technical Student Organizations travel, field trips and professional leave (to include reimbursements etc.).
14. Assists with coordinating CTE work-based learning experiences to include job shadowing, internships, and apprenticeship.
15. Assists with the coordination of workforce development program initiatives for NNPS.
16. Coordinate district CTE industry certification testing fall and spring testing to include completing CTE testing agreements and ordering testing vouchers for all high schools and specialty sites.
17. Maintain and support inventory and order of equipment and software for all CTE computer labs to include inventory for the CTE program areas.
18. Maintain digital content, software, textbooks and technical resources for the CTE program areas.
19. Maintain and process professional development records for the CTE program to include CTE Supervisor, Program Administrators and CTE Specialists
20. Models non-discriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills & Abilities Required)

Associate's degree in Business or other related field and any equivalent combination of experience, training and education. Must possess knowledge of executive level support of grant finance management (budgeting, accounting and reporting) and be able to work under minimal supervision. Must have ability to exercise professional decorum. Must possess excellent organizational skills and the ability to handle details accurately. Ability to work effectively and maintain composure under pressure of short deadlines. Proficient in documentation management, electronic and paper-based. Must develop and maintain a strong knowledge base in with procurement law in relation to Federal and State grants. Must possess the ability to establish and maintain effective working relationships.

Working Conditions & Physical Requirements

The physical requirements described herein are representative of those that must be met by any employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. While performing the duties of this job, the employee is occasionally required to attend both regular and unscheduled meetings and events, some of which take place outside of regular working hours.

Supervision Exercised: None

Supervision Received: Program Administrator for CTE

This job description in no way states or implies that these are the only duties to be performed by this employee. The CTE Program Support Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator for CTE or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

08/2025