



Enchanted Education

Program Specialist – Career Technical Education

Title:	Program Specialist – Career Technical Education
Pay Rate:	\$95,000 - \$125,000/annually DOE
Reports To:	Chief Executive Officer
Status:	Full-Time (237 Days)
Hours:	Full-Time Exempt
City:	Varies

Job Summary:

Enchanted Education seeks a dynamic and innovative Program Specialist to join our team. The ideal candidate will possess high school teaching expertise and experience in Career and Technical Education (CTE), Project-Based Learning (PBL). This role involves facilitating real-world design challenges, fostering student-led initiatives, and collaborating with cross-curricular teachers to develop impactful academic programs across several school sites.

Essential Duties and Responsibilities:

- Oversee the implementation of various educational programs at multiple school sites in multiple districts.
- Ensure tailored facilitation of the program, building upon district-wide initiatives.
- Provide differentiated programming and support to meet the unique needs of each school site.
- Collaborate with cross-curricular teachers to develop academic programs accommodating multiple student teams from diverse career pathways.
- Emphasize student-led, interest-driven, and project-based learning approaches to foster intrinsic motivation and skill development.
- Cultivate design thinking skills and creative problem-solving through real-world, skills-based projects.
- Provide leadership in the development of units of study and student-led, interest-driven projects.
- Equip students with 21st-century skills such as problem-solving, critical thinking, creativity, and collaboration.

- Guide students in the creation, design, prototyping, and iteration of projects that span various high-priority industry sectors including manufacturing, engineering, arts, health science, and information technologies.
- Empower students to select the challenges they wish to tackle, promoting ownership and agency.
- Facilitate partnerships with industry professionals to provide authentic learning experiences and mentorship opportunities.
- Provide training, coaching, and curriculum development support to teachers within a variety of CTE, PBL, and Makerspace programs.
- Enhance the educational experience through continuous improvement and innovation.

Education and Requirements:

- Bachelor's degree in Education or a related field; Master's degree preferred.
- Valid teaching credential for high school education.
- Experience in Career and Technical Education (CTE) and Project-Based Learning (PBL)
- Strong skills in training, coaching, and curriculum development.
- Excellent communication, collaboration, and organizational skills.
- Ability to work effectively with students, teachers, and industry partners.

Background Check/Testing/Certification:

- Must pass Live Scan (criminal background check via fingerprinting)
- Provide a clear TB test
- Drug Testing
- CPR/ First Aid Certification

Physical Demands:

- Ability to travel between multiple school sites in multiple districts.
- Capability to work in various classroom settings and participate in hands-on project activities.
- Occasionally lift and/or move up to 25 pounds.
- Adequate vision, hearing, and manual dexterity to perform job responsibilities.

Enchanted Education is an equal opportunity employer and is committed to fostering a diverse and inclusive workplace. We encourage individuals from all backgrounds to apply.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description will be reviewed periodically as duties and responsibilities change with business necessity.

ENCHANTED EDUCATION EMPLOYMENT STATEMENT:

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. All terms and conditions of Enchanted Education’s at-will employment duties and responsibilities are subject to the Enchanted Employee Handbook. The employee signature below indicates the employee understands the requirements, essential functions, and duties of the position.

Print Name:

Signature:	Date:
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