IAED Coordinator

SUMMARY OF RESPONSIBILITIES: The IAED Coordinator is responsible for overseeing and implementing the ACTE IAED Program. Facilitates all IAED Program activities, leads quarterly IAED mentor and mentee check ins and follows up on all action items, pursues IAED content for IAED webpage, develops content and disseminates routine IAED Newsletters, coordinates an IAED reception during ACTE’s CareerTech VISION, participates in and assists with mentorship activities. The IAED Coordinator will also work with ACTE staff to set up meetings and conference calls related to IAED, report to the ACTE Board of Directors on the status of the program, and attend NPS and the ACTE CareerTech VISION. IAED Coordinators are asked to commit to a one (1) year term to provide consistency in the program. At the end of their term, the IAED Coordinator may reapply. It is not guaranteed that the IAED Coordinator will be selected again. The IAED Coordinator is also responsible for serving as a mentor to the “IAED Coordinator Elect” during their outgoing year. This position is a volunteer position; however, ACTE will provide the IAED Coordinator with a $500 stipend and cover travel expenses and registration fees for in person meetings.

ESSENTIAL FUNCTIONS:

1. The IAED Coordinator should serve as a lead on all ACTE IAED Programs. This includes leading the quarterly IAED Mentorship Program check ins and follow up on all action items.

2. The IAED Coordinator should serve as a facilitator for all the IAED Program Activities: The IAED Coordinator should take an active leadership role in facilitating meetings, conducting and coordinating conference calls, and checking on progress of activities.

3. The IAED Coordinator should foster consistent interaction with the IAED Advisory Group as well as those participating in the IAED Mentorship Program.

4. The IAED Coordinator should lead in obtaining high quality IAED content and resources to post on the ACTE IAED webpage and IAED Newsletters.

5. The IAED Coordinator should lead in coordinating an IAED Reception during VISION.

EXPERIENCE, SKILLS AND QUALIFICATIONS: 1. Strong communication skills 2. Leadership experience (State/National Board experience preferred) 3. Coordination skills 4. Time to devote to the IAED Program 5. Personable 6. Accessible to the IAED Advisory Group 7. Knowledge of technology (Webinars, forums, email, conference calls) 8. Depth of knowledge of and experience in IAED

APPLICATION PROCESS: Applicants who are interested in being considered for the IAED Coordinator position should send a letter with the following information: 1. Indication of interest in position 2. What experience and expertise you will bring to the position 3. Your availability to work regularly with staff and attend the ACTE National Policy Seminar and CareerTech VISION 4. Attach your resume to the letter Please send applications to Lauren Fillebrown at lfillebrown@acteonline.org by the date listed on the ACTE Website. Applications will be reviewed by the ACTE Executive Committee.