SECTION: Governance
SUBJECT: Board of Directors
TITLE: District Coordinator Job Description

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District Coordinator

REPORTS TO:
SkillsUSA State Director

BASIC FUNCTION:
District Coordination such as:
- Coordinate District Conference in conjunction with a Local Officer Workshop
- Communicating with advisors from schools/colleges in the district (Phone and Email)
- Develop an agenda for combined District Conference & Local Officer Workshop
- Prepare and setup District Conference activities
- Keep district books up-to-date (roll call, minutes, elected officer information, constitution)
- Send State Director a report of district meeting (number of attendances, agenda outline, minutes, and elected district officer information)
- Recruit new school charters in your district for SkillsUSA Kansas

DUTIES, RESPONSIBILITIES AND AUTHORITY:
The position calls for professionalism in leadership. The district coordinator must have a good working relation with the State Director, and the associations professional members.

Duties include:
- Duties of the District Coordinator is a stipend paid position paid out in June. ($1,000)
- Preparing activities for the district conference such as bringing in a special guest from industry or from the alumni foundation. Other activities may include setting up a community service project or social activity.
- Incorporating a Local Officer Workshop with your District Conference activities
- Preparing ballots for district elections
- Preparing the SkillsUSA District Notebook for collecting data during the conference. (Roll call, minutes, elected officer information)
- Preparing district report to be sent to the State Director
- Attend annual planning session with other District Advisor Coordinators hosted by the State Director in July or August.

Responsibilities include:
- Supporting the mission of SkillsUSA
- Serving as a district lead advisor for your district
- Promoting SkillsUSA activities to help grow the organizations participation
- Recruit new charters within your district
- Serve as the District Advisor and report directly to the State Director
- Attend the annual planning session hosted by the State Director in July or August

Authority:
- The district coordinator has no authority to work outside of the District’s constitution and its by-laws. The district coordinator will be under the authority of the SkillsUSA Kansas State Director.

QUALIFICATIONS:
- Knowledge and experience in maintaining organizing skills
- Ability to work with the State Director
- Good organization skills, ability to prioritize and multi-task
- Knowledge of Career Technical Student Organizations
- Ability to work cooperatively with others in a team environment
- Good oral and written communication skills
- Ability to exercise tact, patience, and discretion in communicating and dealing with persons with a variety of ethnic, social, and/or educational backgrounds
- Proficient with computer operations, and various databases

Preferred Experiences:
- Experience and an understanding of a Career Technical Student Organization
- Knowledge of school’s operational policies and procedures
- Knowledge in general office procedures
- Characteristics preferred: friendly, straightforward, fair and confident, people person

Schedule Outline Example:
September: Host District Conference at your school/college or confirm a central location to host the event at a Community College or Technical College and incorporate a Local Officer Workshop as part of the conference.

October: Attend the Fall Leadership Conference assisting with the delegate sessions and district breakout session.

Recommended to attend the Mid-America Conference assisting chapter development

April: Kansas State Championship Conference assisting with delegate sessions if scheduled and helping with the set-up and take-down of the conference.

All seven (7) District Coordinators are expected to recruit at least 1-2 new charters within their district boundaries each year into SkillsUSA. Those boundaries are listed below, by county per district.

District 1 (NW): District Coordinator is to recruit from these counties: Cheyenne; Decatur; Gove; Graham; Greeley; Lane; Logan; Ness; Norton; Rawlins; Scott; Sheridan; Sherman; Thomas; Trego; Wallace; and Wichita.

District 2 (NC): District Coordinator is to recruit from these counties: Barton; Chase; Clay; Cloud; Dickinson; Ellsworth; Geary; Jewell; Lincoln; Marion; McPherson; Mitchell; Morris; Osborne; Ottawa; Republic; Rice; Riley; Russell; Saline; Smith; and Washington

District 3 (NE): District Coordinator is to recruit from these counties: Atchison; Brown; Doniphan; Douglas; Franklin; Jackson; Jefferson; Johnson; Leavenworth; Lyon; Marshall; Miami; Nemaha; Osage; Pottawatomie; Shawnee; Wabaunsee; and Wyandotte.

District 4 (Wichita): District Coordinator is to recruit from these counties: Sedgwick and Butler.

District 5 (SW): District Coordinator is to recruit from these counties: Clark; Comanche; Edwards; Finney; Ford; Grant; Gray; Hamilton; Haskell; Hodgeman; Kearney; Kiowa; Meade; Morton; Pawnee; Seward; Stanton; and Stevens.
District 6 (SC): District Coordinator is to recruit from these counties: Barber; Cowley; Harper; Harvey; Kingman; Pratt; Reno; Stafford; and Summer.

District 7 (SE): District Coordinator is to recruit from these counties: Allen; Anderson; Bourbon; Chautauqua; Cherokee; Coffey; Crawford; Elk; Greenwood; Labette; Linn; Montgomery; Neosho; Wilson; and Woodson.

Submit your resume' electronically to: bwarren@ksde.org by March 1st.