

**SkillsUSA Lead Advisor Position Description** – 5-10 hours/week

*[School Name] is seeking a Lead Advisor for SkillsUSA. This position is the point of contact for all SkillsUSA related business and must work closely with both students and instructors across multiple career and technical education training programs. The ideal candidate has a background of engaging students at a high level to focus on their development as well as attention to detail. The best SkillsUSA advisors are not instructors or supervisors, but facilitators who place students into work-based situations to plan and implement then succeed or fail to continuously learn.*

Leadership Development/Advising

* Ensure successful implementation of the SkillsUSA Program of Work to extra-curricular activities, open to students in all career and technical education training programs.
* Facilitate, through student the leadership, the following:
	+ Local chapter officer elections
	+ Program of Work plan and local chapter budget
	+ Chapter recruitment activities
	+ Weekly or bi-weekly chapter meetings
	+ At-least six-chapter activities focused Framework Skill Development
	+ Chapter Excellence Program submission
	+ Local end of year celebration event
* Manage the local Advisor of the Year process and submit the winner to the state level.
* Prepare members to attend events and serve as their contact while onsite.
* Develop professional, developmental mentoring relationships with students.

Administrative

* Serve as the school’s point of contact for SkillsUSA related business, both internally and externally. Liaising with the SkillsUSA Illinois state office.
* Manage membership and registration process, ensuring communication to stakeholders and submission by key deadlines.
* Supervise collection, disbursement and accounting of SkillsUSA related funds.
* Submit quarterly activity report to CTE Director, District Superintendent, and Board of Education
* Organize and run building advisor meetings, plus oversee smaller advisor committees around the SkillsUSA program of Work.
* Supervise transportation arrangements throughout the school year.
* Have all advisors (instructors) complete a year-end evaluation of the organization

Training and Development

* Attend SkillsUSA state and national professional development opportunities.
* Provide local training for instructors around SkillsUSA resources.
* Ensure local instructors receive annual and conference specific information.
* Continuously advocate for SkillsUSA support within the local community.

Other Duties

* Travel with students to conferences and activities
	+ Required Travel
		- Advisor Development Conference (Aug./Sept. – 1 day)
		- *L.E.A.D.* conference (Oct./Nov. – 3 days)
		- State Qualifying Conference (Feb./Mar. – 1 day)
		- State Leadership & Skills Conference (Apr. – 3 days)
		- National Leadership & Skills Conference (June – 6 days)
	+ Optional Travel
		- Regional Advisor Meetings (half day – bi-monthly)
		- State Officer Meetings (two days – quarterly)
		- Washington Leadership Training Institute (Sept. – 4 days)
		- Activate/Engage Training (June – 3 days)

**SkillsUSA Instructor** – position add-on for all instructors

*SkillsUSA is an integral part of the instructional program. All career and technical education departments are expected to have active participation in career and technical student organizations. All instructors have a responsibility to ensure members are career ready through programs like SkillsUSA.*

* Review curriculum annually to updated SkillsUSA Technical Standards to ensure instruction is meeting the needs of business and industry.
* Integrate employability skills development to curriculum through SkillsUSA Framework education resources that focuses on Personal Skills, Workplace Skills, and Technical Skills.
* Encourage and recruit members to participate in SkillsUSA chapter activities outside of class.
* Participate in SkillsUSA state and national professional development opportunities to continuously improve instruction and student development.
* Create opportunities for students through the SkillsUSA Illinois Registered Apprenticeship Program.
* Prepare students for career competitions to showcase course knowledge developed.
* Attend activities, conferences, and events to support students and local SkillsUSA chapter.