

Role and Responsibilities of Perkins Consortium Coordinator

- Collaboratively facilitate development of the annual local unified secondary/postsecondary Perkins consortium plan and budget – Submit plan online at www.applyheremn.org --May of each year.

The consortium plan must include the consortium's initiatives to meet the negotiated performance indicators required under the law by the US Department of Education, Office of Career Technical and Adult Education, and to accomplish the five goals established by the Minnesota State Perkins Plan. The work of the Perkins Consortia must address Minnesota's five goals for CTE:

- 1) *Implement Programs of Study*
- 2) *Effectively use employer, community and education partnerships to support CTE*
- 3) *Improve services to special populations.*
- 4) *Provide a continuum of service provisions for enabling student transitions*
- 5) *Sustain the consortium structure of secondary and postsecondary partners*

- Manage consortium activities and budget to meet the unified goals of the consortium, Minnesota's five goals for Career Technical Education (CTE) and the requirements of the Perkins Law.
- Submit Annual Performance Report (APR) online at www.applyheremn.org --October of each year.
- Negotiate annual Perkins accountability performance targets with state CTE staff. – December of each year.
- Provide, or arrange with State CTE leadership to provide, technical assistance and professional development to assist consortium partners with achieving consortium goals and meeting negotiated Perkins performance indicators.
- Coordinate development and implementation of programs of study and technical skill assessments among high schools and the two-year MnSCU college partner in the Consortium.
Each local Perkins consortium is required to have in place at least 7 programs of study and one rigorous program of study. Each program of study must also have in place both a secondary and a postsecondary technical skill assessment.
- Participate in the CTE Fall Conference and the annual one-day Consortium Leaders and Contacts meeting lead by State CTE leadership.