

The Family & Consumer Sciences Education Specialist, Lola Shipp in cooperation with the Utah State Board of Education CTE department, is hiring a state advisor for the following duties. The State Advisor will provide leadership, supervision, and development for FCCLA(Family, Career, Community Leaders of America) students and advisors in the State of Utah.

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Here is a list of responsibilities created by the USBE Scope of Work for all State Advisors and the Utah FCCLA Advisory Board:

**Administration** – To provide administrative services for the Utah FCCLA organization daily within the Career & Technical Education Policies.

- Advise and coordinate the activities of the state executive council and state advisory board.
- Provide consulting services to teachers within the FCCLA designated CTE program areas.
- Supervise the FCCLA state staff and activities within FCCLA
- Provide secretarial support services for FCCLA. Including the State Event Summary Form annually.
- Respond to appropriate requests from the national organization, state leadership organization system and local chapter organizations.
- Attend the State CTSO Leadership/Advisory meetings.
- Represent Utah in a professional manner during all FCCLA events.

**Conference Coordination and Development** – To provide a positive conference experience for every individual.

- Work closely with the state specialists in planning, organizing, preparing for, and conducting all state conferences.
- Oversee the FCCLA State Conference Coordinator's and FCCLA State Officer Advisor's Scope of Work.
- Make arrangements for National FCCLA Conference travel, housing, registration, etc. as required the CTSO Policy & Standards.
- Organize, coordinate, and supervise the FCCLA state organization delegation at the National FCCLA Conference.
- Supervise the FCCLA State Officer Advisor in planning, organizing, and conducting the Utah FCCLA Fall Leadership Conference.
- Prioritize and provide leadership training for FCCLA chapter advisors and the chapter officer team at the annual Utah FCCLA Fall Leadership Conference.
- Supervise the FCCLA State Conference Coordinator in planning, preparation, and execution of the Utah FCCLA State Leadership Conference and all related activities. This may include arrangements for conference location, meal functions, materials development for all competitive events, verification of membership eligibility, speakers, and judges.
- Attend and assist with the planning and development of the Utah CTE Leadership Training Institute for all state officers.

**Fiscal Management** – To ensure that the financial operations of the Utah FCCLA CTSO are fiscally appropriate.

- Supervise the FCCLA State Fiscal Manager to ensure the organization financial accounts are within the Utah State Board of Education Financial Standards for Career & Technical State Organizations, R277-914.
- Submit an annual budget to be approved at the beginning of each fiscal year to the FCCLA Advisory Board.
- Oversee the FCCLA State Fiscal Manager's Scope of Work, including the preparation of quarterly reports.
- Arrange for and assist in an annual independent audit of all financial records and reports for FCCLA.
- Submit full financial reports quarterly to the reviewed by the FCCLA Advisory Board.

**Publications and Communications** – To ensure all participants are aware of every FCCLA Opportunity.

- Coordinate with the appropriate Utah State Board of Education specialist and the FCCLA communications manager in preparing and disseminating all publications.
- Oversee the FCCLA Communications Manager and their Scope of Work. This could include website administration, monthly email/newsletters, and content creation for official social media accounts.

**Membership Services** – To ensure membership opportunities are available to every student across the state.

- Solicit membership from school districts and charter schools.
- Prepare membership information required by the national and state organizations and return a copy to the local affiliated chapters.
- Prepare and submit membership information to the State Board of Education efficiently.
- Coordinate an annual New FCCLA CTSO Advisor Training with the FCCLA state specialist and FCCLA state staff.

#### Other Specific Assignments

- Participate in the Utah ACTE CTSO Day on the Hill.
- Work with the USBE State Specialists to schedule quarterly advisory board meetings and minutes are maintained.
- Sponsor a training session each summer for all advisor at the CTE State Summer Conferences.

For your reference, [HERE](#) is a link to the CTSO Policies and Procedures document that is reference above.

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To apply please email the following to Lola Shipp (linked here or Lola.Shipp@schools.utah.gov) by **April 13th, 2022.**

1. Professional Resume
2. 3 Letters of Recommendation
3. In the body of the email please briefly explain your vision for the Utah FCCLA Organization and three goals that you will prioritize in the upcoming year.
4. If you are a teacher include a letter of support from your school and district CTE administration.

Interviews will be held during the week of **April 18-22, 2022** over Zoom. You will be contacted for an interview if you are being considered for this position.

If you have any questions, please feel free to reach out:

LolaShipp
lola.shipp@schools.utah.gov
801-538-7890 Ex: 87890

THANK YOU for your interest in serving as the FCCLA State Advisor for Utah!