Department of Education

P. O. BOX 2120

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**CAREER AND TECHNICAL EDUCATION MEMO NO. 203-22**

**DATE:** September 16, 2022

**TO:** CTE Administrators

**FROM:** Dr. J. Anthony Williams, Interim Director

Office of Career, Technical, and Adult Education

# SUBJECT: Announcement of the Career and Technical Education (CTE) Curriculum and Instruction Coordinator Position

Please join the Office of Career, Technical, and Adult Education in congratulating Ms. Kelly Davis who has accepted the offer of employment as the CTE Curriculum and Instruction Coordinator. Ms. Davis began her new position on September 12, 2022.

Over the past six years, Ms. Davis has served the Virginia Department of Education as the Planning, Administration, and Accountability Specialist for the Office of Career, Technical, and Adult Education. She has led the CTE Federal Program Monitoring review program, assisted with the CTE Civil Rights review program, annually reviewed the Perkins V Local Plan submissions, and served as a Level 5 Omega reviewer for reimbursements among other duties. Ms. Davis has a Bachelor of Science degree in Commerce from the University of Virginia and a Master of Science in Career and Technical Education with concentration in CTE Program Administration from the University of Missouri. Her previous work experiences include positions as a Corporate Product Manager with the predecessor bank to Bank of America and 13 years of teaching experience in Chesterfield County where she taught Marketing and Business and Information Technology courses. Ms. Davis can be contacted at [kelly.davis@doe.virginia.gov](mailto:kelly.davis@doe.virginia.gov).

If you have questions, please contact the Office of Career, Technical, and Adult Education, by email at [CTE@doe.virginia.gov](mailto:CTE@doe.virginia.gov) or by telephone at (804) 225-2052.

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