

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Program Specialist, Career Technical Education**

**Purpose Statement**

The job of Program Specialist, Career Technical Education, is done for the purpose/s of coordinating an assigned program and related activities for supporting and sustaining high quality learning experiences inclusive of career technical education for JCCS; providing information to others; and implementing and maintaining services within established guidelines and standards.

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**Essential Functions**

- Collaborates with others (e.g. district personnel, other district personnel, community organizations, school leaders, etc.) for the purpose of establishing partnerships that lead to CTE experiences in priority sectors of local community and implementing/maintaining services and/or programs for college and career ready.
- Coordinates program components, support needs and materials (e.g. negotiating contracts with vendors, reserving space, etc.) for the purpose of meeting District and/or grant/program guidelines.
- Directs and supervises CTE instructors, teachers and counselors for the purpose of ensuring department and individual performance objectives are met.
- Maintains a variety of manual and electronic files and/or records (e.g. college & career technical readiness; grant information, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops, trainings, and seminars (e.g. supporting school districts, LCAP, CTE, Career Pathways, etc.) for the purpose of chairing CTE Advisory Committee and conveying and/or gathering information required to perform functions.
- Prepares a variety of program-mandated reports (e.g. Career Technical Education (CTE), etc.) for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements.
- Presents information to School Districts and SDCOE (e.g. program offerings, funding status, participation levels, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls.
- Researches, writes and presents grant information for the purpose of securing alternative funding.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and

preparing and maintaining accurate records; applying assessment instruments; classifying data and/or information; comparing results; conducting meetings; counseling and mentoring employees; facilitating meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; and issues relating to at-risk youth; assessment instruments and techniques; business telephone etiquette; codes/laws/rules/regulations/policies; stages of child development.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Masters degree in job-related area.

**Equivalency:**

#### **Required Testing**

#### **Certificates**

Administrators Credential  
Driver's License & Evidence of  
Insurability

#### **Continuing Educ./Training**

#### **Clearances**

Criminal Justice Fingerprint/Background  
Clearance  
Drug Test

Proof of physical examination including TB  
Screen

**FLSA Status:** Exempt

**Salary Range:** Certificated Management Grade 40

**SLT Approval Date:** October 11, 2016