

**PROJECT SPECIALIST, K-12 STRONG WORKFORCE PROGRAM  
CAREER PATHWAYS**

**Purpose Statement**

Under administrative direction, the Project Specialist, K-12 Strong Workforce Program Career Pathways provides technical assistance and guidance to K12 districts in improving the performance of the K14 CTE programs within the north county service area as measured by the CTEIG, K-12 SWP Metrics and guided by the K14 Pathway Quality Rubric. Provide direct support, and assistance to link and align the program development efforts funded by CTEIG, K-12 SWP and Community College Strong Workforce Program investments in the service area; increased engagement with labor market and program performance information and region's workforce development plan; coordinate with other regional key talent including the K-14 TAP, Regional Directors for Employer Engagement, the Centers of Excellence, Guided Pathway Regional Coordinators, and the Regional Consortium.

**Essential Functions**

- Participates and collaborates with Regional Consortia Chair, K14 TAP, Regional Directors for Employer Engagement and other Technical Assistance Professionals associated with the work to ensure consistent reporting and accountability.
- Participates in the region's annual process for developing and revising regional plans.
- Supports connection with feeder K12 administrators, counselors, teachers and collaborates with LEAs to increase knowledge and use of labor market data supplied by the CCCCO Center of Excellence.
- Facilitates the use of data to identify existing pathways and gaps among K12 feeder districts and assists in making recommendations for furthering pathway development.
- Assists LEAs and community colleges using Cal-PASS Plus to assess student's transitions from K12 to community college by identify indicators to self-assess and data to review K14 pathway development and implementation.
- Assists K12–community college network development by identifying, documenting, and disseminating examples of emerging, promising, and best practices for pathway development and pathway improvement initiatives.
- Plans and implements training and professional development for local districts and schools.
- Participates in on/off-campus student outreach and recruitment activities related to K-14 career pathways, including pre-enrollment advising, application workshops, college presentations, campus tours, campus visit programs, outreach conferences, college fairs, and other support services.

- Encourages high-quality implementation and expansion of early college credit.
- Coordinates with local community college's Office of Outreach to support a comprehensive program of student outreach and recruitment services for prospective students from feeder K-12 school districts.
- Coordinates with Student Services in advising and support services designed to facilitate course registration for concurrently enrolled high school students; collaborate with instructional divisions to develop and coordinate course offerings at area high schools.
- Develops and directs programs to inform K-12 students, teachers, counselors, parents, and the public about pathway opportunities available at partnering community colleges.
- Engages local support from industry and local workforce development agencies for implementation of CTEIG and K12 Strong Workforce Program to promote relevance and value of education pathways for students' career preparation.
- Coordinates industry and workforce development outreach efforts with the K14 Technical Assistance Providers, California Community College Regional Directors and State Department of Education Industry Sector Leads.
- Coordinates Work-Based Learning (WBL) activities for each assigned community college, engaging employers, K12 students, and teachers in one or more of the college's priority sectors.
- Supports implementation of career exploration curriculum, such as CalCRN and *Get Focused, Stay Focused*.
- Coordinates with Statewide, regional and local development and distribution of student outreach publications and marketing communications to prospective students, school district personnel, and community members.
- Develops strategic plans with community colleges in assigned jurisdiction identifying college's goals and priorities, existing K12 CTE programs that align to the college's, enrollment gaps for the college, and action items to engage middle and high school students in enrolling in the college's programs after graduation.
- Participates in the development of the regional plans, including action items, metrics, responsibilities, timelines and ensuring monitoring aligns with assigned regional plans and metrics with the community college and K12 stakeholders.

### **Other Functions**

- Performs other related duties as assigned.

### **Job Requirements: Minimum Qualifications**

KNOWLEDGE of:

Career exploration and labor market information;  
California K12 data collection systems and practices;

Personnel and budget management principles, procedures, and strategies;  
Principles and methods of program planning, including program review and the development and evaluation of student learning, service area, or program learning outcomes;  
Public relations, group presentations, and effective communication in a diverse environment;  
Student advisement, public speaking, workshop development, and group facilitation principles and practices;  
K12 and community college Career Technical Education programs;  
Principles and practices of project management;  
Principles of state standards, career pathways, career-technical education, and work-based learning;  
California Education Code and other related codes, current state and county policies, rules and regulations related to assigned area of expertise.

**ABILITY to:**

Develop and administer a comprehensive program work plan, budget, and outcomes;  
Establish and maintain collaborative working relationships with industry, faculty, staff, students, and the public;  
Be sensitive and committed to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population;  
Use computer software for word processing, spreadsheets, databases, presentations, and information sharing and communication;  
Communicate clearly, concisely, and effectively both orally and in writing with industry, students, staff, faculty, outside agencies, and the public;  
Travel to off-campus functions and transport presentation materials and equipment;  
Organize and conduct special events in conjunction with other college departments and programs;  
Attend instructional and student services meetings, as well as local, regional or State Career Pathway and Dual Enrollment meetings;  
Represent K12 Strong Workforce Pathways at relevant state and federal conferences and industry events;  
Analyze, assess, and interpret legislative, statistical, and programmatic data; apply knowledge gained in practical project administration;  
Effectively research and evaluating techniques  
Plan, schedule, coordinate, and conduct workshops, seminars, conferences, and meetings;  
Conduct meetings, facilitate groups and workshops;  
Identify program needs and alternatives;  
Plan and implement activities and procedures designed to ensure the completion of established goals and objectives;  
Establish and maintain effective working relationships with a variety of individuals and groups.

**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. This job is performed in a generally clean and healthy environment.

**Minimum Qualifications:**

**Education:** A Bachelor’s degree in education, social work, sociology, psychology, or related field.

**Experience:** Three (3) years of experience in a lead capacity in K-12 school district, county office of education, college, or university. Demonstrated understanding of diverse cultures of high school and community college students, K-14 advising, career pathway and/or grant experience. Experience working with special student populations, industry career pathways settings, partner development and formal presentation experience preferred.

**Equivalency:** A combination of education and experience equivalent to a bachelor’s degree in education, social work, sociology, psychology, or related field and three (3) years of experience in a lead capacity in K-12 school district, county office of education, college, or university. Demonstrated understanding of diverse cultures of high school and community college students, K-14 advising, career pathway and/or grant experience. Experience working with special student populations, industry career pathways settings, partner development and formal presentation experience preferred.

**Required Testing**

N/A

**Certificates**

Valid California Teaching Credential; or  
Valid CA PPS Credential; or  
Valid CA CTE Credential; and  
A valid California Driver’s License

**Continuing Education/Training**

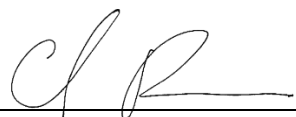
N/A

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Drug Test  
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management, Grade 035

Approved by:  \_\_\_\_\_

Chris Reising, Executive Director, Human Resources

Revised: 09/2020

**About the Position:**

The following are the minimum required objectives for this job:

- Act as a point of contact for and work with high school and community college CTE programs, Regional Directors for Employer Engagement, the Centers of Excellence and other workforce development stakeholders to effectively and efficiently engage employers and industry representatives with the intent of building and strengthening K14 pathways that respond to industry needs and facilitating industry connections with K–14 career technical education programs.
- Provide technical assistance to inform the development and implementation of CTE curriculum. Support faculty collaboration to ensure sequential CTE courses align with regional post-secondary pathways.
- Facilitate the use of data to identify existing pathways and gaps among K12 and community colleges and help make recommendations for furthering pathway development.
- Inform and support the development and implementation of college and career exploration. Liaise with LEAs to ensure college and career exploration are embedded within CTE courses.
- Support postsecondary transitions and completion. Encourage and facilitate the intersegmental work between LEAs and Community Colleges.
- Provide technical assistance to inform the development of work-based learning opportunities.