



COMPTON UNIFIED SCHOOL DISTRICT

501 S. Santa Fe Ave. Compton, CA 90221

TITLE: K-12 Pathway Coordinator
REPORTS TO: Director of ROP/CTE
DEPARTMENT: CTE
CLASSIFICATION: Certificated Non-Management
FLSA: Exempt
WORK YEAR: SALARY: 184 Working Days
SALARY: Salary Schedule A

I. DESCRIPTION OF POSITION

Under the direction of the appropriate Administrator of CTE and Educational Services the K-12 Pathway Coordinator seeks to improve the performance of the K-14 CTE programs within her/his service area as measured by the CTEIG, K-12 SWP Metrics and guided by the K-14 Pathway Quality Rubric. This is done through: providing direct support to, and helping 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; through drawing attention to and engagement with labor market and program performance information and the region's workforce development plan; and through coordination 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.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. ***Engagement with the regional consortia***
 - a. Regular engagements with Regional Consortia Chair, K-14 TAP, Regional Directors for Employer Engagement and other Technical Assistance Professionals associated with the work to ensure consistent reporting and accountability.
 - b. Participation in the region's annual process for developing and revising its regional plan.
2. ***Partnerships with local education agencies***
 - a. Support connection with feeder K-12 administrators, counselors, and teachers.
 - b. Work with LEAs to increase knowledge and use of labor market data supplied by the CCCC Center of Excellence.
3. ***Data use***
 - a. Facilitate the use of data to identify existing pathways and gaps among K-12 feeder districts and help make recommendations for furthering pathway development.
 - b. Assist LEAs and community colleges with using Cal-PASS Plus to assess student's transitions from K-12 to community college.
 - c. Identify and use indicators to self-assess.
 - d. Identify and use data to review K-14 pathway development and implementation.
4. ***Dissemination of Model Pathways and Curriculum***
 - a. Assist K-12 community college network development by identifying, documenting, and disseminating examples of emerging, promising, and best practices for pathway development and pathway improvement initiatives.
 - b. Plan and implement training and professional development for local districts and schools.

5. *College and career exploration*

- a. Participate 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.

6. *Post-secondary transition and completion*

- a. Encourage high-quality implementation and expansion of early college credit.
- b. Coordinate 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.
- c. Coordinate 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.
- d. Develop and direct programs to inform K-12 students, teachers, counselors, parents, and the public about pathway opportunities available at partnering community colleges.

7. *Work-based learning*

- a. Engage local support from industry and local workforce development agencies for implementation of CTEIG and K-12 Strong Workforce Program to promote relevance and value of education pathways for students' career preparation.
- b. Coordinate industry and workforce development outreach efforts with the K-14 Technical Assistance Providers, California Community College Regional Directors and State Department of Education Industry Sector Leads.
- c. Support implementation of career exploration curriculum, such as CalCRN and Get Focused, Stay Focused.

8. *Coordinate with Statewide, regional and local development and distribution of student outreach publications and marketing communications to prospective students, school district personnel, and community members.*

9. *Perform other duties as assigned.*

III. EDUCATION AND EXPERIENCE

- A. Possession of a clear California multiple or single subject teaching credential
- B. Experience working with special population students
- C. K-14 advising, career pathway and/or grant experience
- D. Three or more years of successful credentialed teaching experience

IV. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A. Career exploration and labor market information.
- B. California K-12 data collection systems and practices.
- C. Personnel and budget management principles, procedures, and strategies.
- D. Principles and methods of program planning, including program review and the development and evaluation of student learning, service area, or program learning outcomes.
- E. Public relations, group presentations, and effective communication in a diverse environment.
- F. Student advisement, public speaking, workshop development, and group facilitation principles and practices.
- G. K-12 and Community College Career Technical Education programs.
- H. Principles and practices of project management

Ability to:

- A. Conduct meetings, facilitate groups and workshops.
- B. Develop and administer a comprehensive program work plan, budget, and outcomes.
- C. Establish and maintain collaborative working relationships with industry, faculty, staff, students, and the public.
- D. Be sensitive and committed to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population.
- E. Use computer software for word processing, spreadsheets, databases, presentations, and information sharing and communication.
- F. Communicate clearly, concisely, and effectively both orally and in writing with industry, students, staff, faculty, outside agencies, and the public.
- G. Travel to off-campus functions and transport presentation materials and equipment.
- H. Organize and conduct special events in conjunction with other college departments and programs.
- I. Attend instructional and student services meetings, as well as local, regional or State Career Pathway and Dual Enrollment meetings, as needed.
- J. Represent K-12 Strong Workforce Pathways at relevant state and federal conferences and industry events.

V. WORKING CONDITIONS

Environment:

District offices school sites at Compton Unified, Lynwood Unified, and Paramount Unified District. The coordinator will also work at Compton City College.

Physical abilities:

Hearing and speaking to exchange information and make presentations

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