



COORDINATOR, K12 PATHWAYS

Basic function

The Coordinator, K12 Pathways will plan, organize, coordinate and implement the operations, activities, educational services and support functions of the following programs and services: Strong Workforce K12 Pathway, Career Technical Education Incentive Grant (CTEIG), district Career and Technical Education (CTE) and grant related programs. Coordinates communications, personnel, resources, staff development functions and information to meet the designated needs of SBCEO and assure smooth and efficient program and service activities. The Coordinator, K12 Pathways seeks to improve the performance of district CTE programs through engagement with labor market and program performance information and the region's workforce development plan, and through coordination with other regional key talent. The Coordinator, K12 Pathways provides leadership that emphasizes student services, labor market, and community needs by developing strong networks with district leaders and community/business leaders.

Supervision

Directly responsible to the Director, Career Technical Education.

Representative duties

- Serve as 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 K14 career technical education programs.
- Provide technical assistance to inform the development and implementation of CTE curriculum, and work-based learning opportunities.
- Support district 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 assist with recommendations for furthering pathway development.
- Inform and support districts in development and implementation of college and career exploration. Support districts to ensure college and career exploration are embedded within CTE courses.
- Encourage and facilitate collaboration between districts and Community Colleges to support postsecondary transitions and completion through the development and coordination of dual enrollment and matriculation joint programs.
- Develop, implement, evaluate, and improve CTE programs and related policies and procedures.
- Align practices with state and federal standards and required elements of high-quality career technical education.



Certificated
JOB DESCRIPTION

COORDINATOR, K12 PATHWAYS

- Develop, write, and oversee grant projects in coordination with the Director.
- Supervise, evaluate, and coordinate appropriate professional development for certificated and classified staff.
- Provide leadership in program research, data analysis and reporting. Maintain accurate and timely program records.
- Maintain regular contact with advisory councils, schools, and business and community representatives.
- Serve as liaison between the County Education Office, local school districts, Post-Secondary Institutions and the State Department of Education, business/industry partners, and other entities as assigned.
- Establish a communication system to ensure that programs receive timely information regarding policy, budget, program evaluation, and training.
- Support districts in developing and managing comprehensive professional development programs, improvement plans, and other related experiences for CTE, Strong Workforce K12 Pathway Coordination, and grant related programs.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. Develop policies and procedures to encourage effective and efficient management and communication controls.
- Perform other related duties as assigned.

Qualifications

Possession of a valid California administrative credential or certificate of eligibility. Master's degree from an accredited college or university in educational leadership, administration, or a related field preferred. Multiple years of increasing responsible experience working in an educational or similar area related to assigned programs and services.

Licenses and certificates

Possession of a valid California Driver's License.

Working conditions

Subject to inside environmental conditions; subject to driving to conduct work and required to use personal vehicle in the course of employment; required to attend evening or weekend meetings; possible overnight travel out-of-county or out-of-state as authorized by division lead.