

PROJECT SPECIALIST, CAREER PATHWAYS

Purpose Statement

Under administrative direction, the Project Specialist, Career Pathways is responsible in providing technical assistance and guidance to K-12 districts in implementing the Golden State Pathways Program; support program development and implementation with a focus on promoting pathways in high-wage, high-skill, high-growth areas to facilitate seamless transition for students from high school to college and career and addressing workforce needs for economic growth.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions

- Assists districts and schools with the implementation, continuous improvement, and management of their Golden State Pathways Program and other CTE initiatives, including developing comprehensive program work plans, budgets, and outcomes.
- Coordinates Community of Practice, in-person and virtual convenings, annual conferences, and special events with other college departments and programs to share best practices and foster collaboration.
- Represents the San Diego County Office of Education at relevant state and federal conferences, industry events, and collaborations with the K12–community college network to identify, document, and disseminate examples of emerging, promising, and best practices for pathway development and improvement initiatives.
- Facilitates the use of data to identify and monitor existing pathways and gaps, make recommendations for furthering pathway development, and report on program outcomes.
- Assists with incorporation of industry certifications, credentials, or third-party assessments for skill attainment within CTE pathway(s) offered by districts.
- Encourages dual enrollment agreements, high-quality implementation and expansion of early college credit, and apprenticeships with districts.
- Develops and informs programs for 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 to promote relevance and value of education pathways for students' career preparation.
- Supports the coordination of Statewide, regional, and local development and distribution of student outreach publications and marketing communications to prospective students, school district personnel, and community members.
- Plans, schedules, and conducts workshops, seminars, conferences, and meetings to support professional development and knowledge-sharing within the education community.

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

Knowledge and Abilities

KNOWLEDGE OF:

Human centered and socially conscious leadership;
 Career exploration and labor market information;
 California K-12 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;
 K-12 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, state and county policies, rules and regulations related to assigned area of expertise.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;
 Practice cultural competency while working collaboratively with diverse groups and individuals;
 Analyze, assess, and interpret legislative, statistical, and programmatic data;
 Research and evaluating techniques;
 Identify program needs and alternatives;
 Analyze issues and create action plans;
 Adapt to changing work priorities;
 Communicate clearly and concisely, both orally and in writing;
 Meet deadlines and schedules;
 Use computer software for word processing, spreadsheets, databases, presentations;
 Conduct meetings, facilitate groups and workshops;
 Maintain effective working relationships with a variety of individuals and groups.

Working Environment

ENVIRONMENT:

Duties are typically performed in an office setting.

May travel to off-campus functions and transport presentation materials and equipment.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Education: A Bachelor's degree in education, social work, sociology, psychology, or related field; and

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; or

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, Licenses, Credentials

Valid California Teaching Credential, Pupil Personnel Services; or CTE Credential.

A valid California Driver's License

Continuing Education/Training

N/A

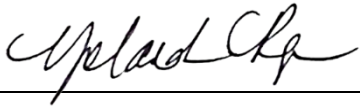
Clearances

Criminal Justice Fingerprint/Background Clearance
Drug Test
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management, Grade 035

Approval Date: 03/2024

Approved by: 

Dr. Yolanda Rogers, assistant superintendent
Human Resources Services