

Job Title:	Pathway Coordinator (TOSA) (2024-2025 School Year)		
Position Type:	Full Time	Days/Hours:	M-F/ 8:00am-4:00pm
Annual Benefits?	\$11,621.16	Work Year:	185 days (continuous employment)
Driver License Required?	Yes	Degree Required?	Master's degree in educational administration preferred
Salary Range:	\$75,809.55-\$107,598.33	Job Category:	Certificated
HR Contact:	Mercedes Henderson	Location:	Hayward Center
Contact Telephone:	510-293-2916	Date posted:	May 6, 2024
Website:	www.edenrop.org	Posting Expires:	May 24, 2024

YOU MUST COMPLETE OUR EMPLOYMENT APPLICATION FOR CONSIDERATION.

<https://www.edenrop.org/careers>

Fax/Email:

(510) 293-8225/mhenderson@edenrop.org

Attention:

Mercedes Henderson, Human Resources Administrator

Mail:

Mercedes Henderson, Human Resources Administrator
Eden Area Regional Occupational Program
26316 Hesperian Blvd., Hayward, CA 94545

Job Description

Purpose:

The Pathway Coordinator supports the development, maintenance, and refinement of EAROP CTE Pathways. This includes curriculum development and alignment. The Pathway Coordinator oversees outcomes related to grant programs and initiatives with a specific focus on partner LEAs and Chabot College. The Pathway Coordinator supports the management of grant reporting, compliance, and partner LEA communication.

Duties and Responsibilities:

- Assist the Educational Services administration in the development of Career Technical Education (CTE) programs aligned to the 11 elements of a high quality CTE program
- Manage the Pathway Profiles for each of the Eden Area ROP CTE instructors in the Ed Services Sharepoint site
- Manage Articulation Agreements/Dual Enrollment processes, A-G approval support for courses, and Honors Designation applications
- Oversee and ensure that Career and Technical Education Management Application (CATEMA) is being used and updated
- Develop, facilitate, and participate in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions of Career Technical Education Incentive Grant (CTEIG), Strong WorkForce Program (SWP) and other grant funded programs
- Communicate on an ongoing basis with district partners to ensure timelines and due dates are met for Strong Workforce Program (SWP) invoice reporting
- Facilitate meetings with CTE LEAs and create monthly agendas and presentations for Dream Team Meetings
- Monitor deliverables and compliance in accordance with the Bay Area Community College Consortium (BACCC) and the Eden Area ROP Educational Services Department
- Coordinate and oversee CTEIG, SWP and other grant funded programs (e.g. evaluations, budget, finance, reports, etc.) for the purpose of ensuring compliance with guidelines
- Develop effective relationships with staff and district partners to ensure success of programs
- Represent the Eden Area ROP and partner districts interests at Bay Area Community College Consortium bi-weekly meetings
- Act as point of contact for community colleges
- Direct the preparation of various statistical reports including program enrollment, student information and pathway data
- Visit sites and classrooms related to grant goals and objectives
- Oversee and participate in the promotion of the Eden Area ROP with public entities and agencies
- Lead and engage staff in addressing student needs and providing high quality teaching and learning
- Communicates regularly with educational services to discuss ways to most effectively assist curriculum, instruction and professional learning needs
- Monitor and review legal requirements and compliance related to programs and districts

- Establish and maintain clear communication and cooperative working relationships with staff, local school districts, regional and state administrators and other agencies through workshops, conferences, presentations, and site visitations
- Assist with the planning and directing of communication of program information to students, staff, district, and community partners
- Ensure compliance of district information and CTE data submissions into CalPADS and CalPASS plus
- Present concepts, status, and information to a variety of groups (e.g. funding requests, grant applications etc.) for the purpose of gaining the required administrative approval
- Responsible for classroom backup/coverage when necessary
- Assist Educational Services administrators with all events
- Coordinate and facilitate district CTE curriculum meetings
- Oversee grant programs budgets
- Make presentations to the Governing Board as needed

Knowledge:

- Career Technical Education pathways and Eden Area ROP programs
- Public school curriculum
- Community organizations
- Public and private funding sources
- Eden Area ROP practices and procedures, Eden Area ROP mission, goals and policies
- Operational and instructional principles of CTE/adult programs including work-based learning

Abilities:

- Demonstrate positive leadership and management skills
- Effective communication with students, staff and community
- Collaborate and maintain effective working relationships with self-directed decision-making ability
- Provide strong leadership with high personal/professional integrity
- Network, build strong partnerships and coordinate with district administrators, state level organizations, local legislators, City Councils, service clubs and Chambers of Commerce

Education/Experience:

- Valid teaching credential required
- Master's degree in educational administration from an accredited institution and has evidence of continuous professional growth preferred
- Three (3) years experience in a public school environment
- Successful teaching and leadership experience, preferably in a ROP with similar structure and demographics
- Basic Driver License

Accredited by the Schools Commission of the Western Association of Schools and Colleges

In accordance with the provision of Sections 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and Eden Area Regional Occupational Program policy, no qualified person shall, on the basis of race, color, national, origin, religion, sex, handicap, or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity in the Eden Area Regional Occupational Program. If there are questions concerning these provisions, please contact the Superintendent's Office