

## **BRIEF DESCRIPTION OF POSITION**

The Adult School Career Technical Education (CTE) Coordinator, under the supervision of the Principal or Designee, will assist in the development, implementation, coordination, evaluation, and management of vocational and skills-based educational programs at the adult school. The role also involves organizing and coordinating work-based and career-focused learning programs for adults that include apprenticeships/pre-apprenticeships, internships/externships and community/partner events. The Adult School CTE Coordinator will facilitate regular program meetings and partner meetings provide professional development on work-based curriculum and program requirements, complete projects, plan and host events, and other duties as assigned.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Will oversee the administration and compliance of State and Federal requirements of the Adult School CTE programs.
2. Provides support with CTE program development, implementation, coordination, and evaluation of work-based learning programs/events that include pre-apprenticeship/apprenticeships, and internships/externships for adult students.
3. Assists in the collection, analysis, and submission of data/deliverables from work-based learning programs/projects for CAEP, WIOAII/AEFLA, and other relevant student achievement/gains or demographic data.
4. Works closely with the Assessment and Accountability department to make sure required data for the CAEP and NRS Integrity Reports is submitted.
5. Be involved in program evaluation, manage budget, and advocate for resources to ensure the success of the Adult School CTE programs.
6. Maintain records of fiscal services for Adult School CTE new programs and program expansion, resources and supplies, and approval of purchase orders to improve current instructional programs.
7. Monitors and supports state-identified elements of a high-quality Adult School CTE work-based learning program.
8. Provides support to all CTE teachers, including onboarding professional development and other identified teacher needs.
9. Provides support, training, and data analysis for career development/work-based learning programs.
10. Supports state/federal and local grant requirements and work plans.
11. Provides support in the development and evaluation of CTE facilities and lab needs required for career development/work-based learning programs/projects.
12. Provides support and coordinates in the Integrated Education and Training (IET) program to prepare and support English language learners, migrants, and other special populations for high-skill, high-wage, high-demand occupations that will lead to a living wage.
13. Provides support for required program monitoring and compliance with federal, state, and local regulations.
14. Stay current with CTE federal and state requirements by attending professional development webinars, conferences, workshops, and related meetings.
15. Monitors the academic achievement of CTE adult students and works with administration, counselors, teachers, Job Developer/Coach, and other staff to support adult students' transition into careers and/or college.
16. Administer career surveys and needs assessment reports to determine the interests and needs of adult students concerning workforce pathways.

17. Responsible for creating measuring tools to identify the effectiveness of the Adult School CTE programs to determine and make recommendations for long-term adjustments, changes, additions, and deletions in the Adult School CTE programs to meet changing job trends and labor market needs.
18. Assists in the recruitment, selection, employment, and professional development of CTE-certificated personnel in the Adult School setting.
19. Be the liaison between the Adult School CTE programs and community industry partners to advocate for students' employment placement, and develop positive relationships with business leaders to maintain a working relationship with industry and business leaders.
20. The coordinator will work with staff and faculty to design and maintain activities and events to connect students with potential employers for internships and full-time employment.
21. Performs other duties as assigned.

## **KNOWLEDGE AND ABILITIES**

- Ability to communicate effectively
- Skilled in interpreting policies, procedures, and data
- District and site rules, policies, rules, and procedures for Adult School CTE programs
- Maintains emotional control under stress

## **PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS**

- Some travel to off-site and various partner locations to provide support to CTE programs
- Occasional prolonged and irregular hours
- Infrequent heavy lifting

## **REQUIREMENTS**

<b>WORK YEAR</b>	193 Work Days, OAS 193 Calendar
<b>CREDENTIAL</b>	Valid CTE California Teaching or in other certificated support services credential.
<b>EXPERIENCE</b>	Valid CTE California Teaching Credential Three years of successful teaching/counseling experience (Preferred)
<b>SALARY</b>	Certificated Adult Education, Adult Education Teacher Salary Schedule
<b>SELECTION</b>	Selection procedures will be in accordance with those established for all certificated personnel by district policy or administrative regulation.
<b>ASSIGNMENT PROCEDURES</b>	Assignment procedures will be in accordance with those established for all certificated personnel by district policy or administrative regulation.
<b>ASSIGNMENT SPECIFICS</b>	Position is established for two years. At the conclusion of the second year, the Adult School CTE Coordinator must reapply for the position.

*(Please note that since the programmatic budgets for Career Technical Education grants contain personnel costs necessary to implement, this position is being advertised as a temporary/restricted position funded by categorical/grant revenues)*