



# Job Description

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<b>POSITION TITLE:</b>	<b>Coordinator II CTE/Calworks/DSP County Operated Schools Programs</b>	<b>#6145</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 12</b>	

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**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor of Arts Degree and a valid Administrative Services Credential. Experience working in related fields and/or with educational agencies, schools districts, colleges, and the community.

**DESIRABLE QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE:**

Five years of experience working in related fields and/or with educational agencies, schools districts, colleges, and the community. Previous work experience in program evaluation and data collection.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to administer workforce development programs that include Career Technical Education, Direct Support Professionals and CalWORKS. Knowledge of economic development strategies; marketing, and curriculum. Ability to read and interpret laws and Education Code pertaining to CTE, DSP, TANF, CalWORKS, U.S. Department of Labor initiatives; U.S. Health and Human Services Department initiatives, and One Stop Initiatives; California economic development policies; employment laws; Americans with Disabilities Act; and U.S. Department of Labor's Directorate of Civil Rights policies.

**DISTINGUISHING CHARACTERISTICS:**

The Coordinator series represents advanced management positions and has four levels.

**SUMMARY OF POSITION:**

Under direction of the Department Director, formulates and establishes policies and objectives to provide regional Workforce development programs, work collaboratively with state and local agencies to provide local school districts current and pertinent information related to CTE, DSP, CalWORKS programs. Work in tandem with the Department Director on various projects related to Career Technical Education, Workforce development, and reports to the California Department of Education.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services,

operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.

5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Develop regional plans and grants through the use of regional work teams.
14. Serve as a regional resource to welfare, instructional and job training providers.
15. Attends and participates in professional group meetings and various District committees and advisory groups.
16. Stays abreast of new trends and innovations in the fields CalWORKs programs and services.
17. Monitors changes in laws, regulations, and technology that may affect operations.
18. Implements policy and procedural changes, as required.
19. Perform all other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

7/11/2017 final sc