



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Coordinator IV, Agriculture and Work-Based Learning College &amp; Career Readiness Educational Services</b>	<b>#6303</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 14</b>	

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### **SUMMARY OF POSITION:**

Under direction of the Assistant Superintendent of Educational Services and the Director II of College & Career Readiness, support the development, implementation, and sustainability of new and existing agriculture, work-based learning programs, including youth apprenticeships throughout the San Joaquin County Office of Education schools and programs. Collaborate, communicate, and create work-based learning outreach and marketing activities, and programs with all partners, including employers, intermediaries, school districts and industry groups.

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

Possess a Bachelor's Degree. Possess a valid Preliminary/Clear California General Education (Multiple or Single Subject) or Special Education Teaching Credential OR a Valid Clear Career Technical Education Teaching Credential and possess or be eligible for an Administrative Service Credential. Working knowledge and/or experience with Career Technical Education, work-based learning, agriculture, and apprenticeship focused student-activities and curriculum. Understanding of the model Career Technical Education elements necessary to sustain a high quality CTE pathway.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Posses a Masters Degree and/or an Administrative Services Credential. Experience writing, implementing, and managing grants.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- program evaluation and data collection
- instructional strategies and curriculum
- assigned software
- agriculture and work-based learning focused curriculum and programs
- apprenticeship programs
- grants
- FFA activities and programs, both at the state and national levels

Ability to:

- supervise, evaluate, and lead staff
- operate a computer
- be flexible based on program needs
- oversee and manage budgets
- create and follow policies and procedures

- coordinate, and provide leadership programs for students in grades K-12, adult professional development, and other events
- present before large groups of people
- provide instruction and leadership to participating teachers and students
- function in a leadership role in setting agendas and conducting planning meetings
- work with community groups and volunteers
- assist in researching and writing of grants for funding

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- 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.

### **DISTINGUISHING CHARACTERISTICS:**

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

### **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, staff developments, 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 timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Communicate and integrate programs effectively with other members across multiple departments at SJCOE as well as parents, administrators, students, and community members.
14. Evaluate the quality of student programs with a continuous improvement mindset to enhance and establish programs.
15. Recruit and market to schools and other organizations to utilize the outdoor education facilities.
16. Oversee, develop, and manage program schedules.
17. Seek funding via donations and grant writing in order to support the ongoing work.
18. Act as student discipline designee.
19. Coordinate with site operations manager to ensure facility is properly maintained.
20. Perform other related duties as required.

### **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 workstation, 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 office environment and come in direct contact with SJCOE and school district staff, students, parents, outside agency staff and the public.

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