



Job Description

POSITION TITLE: Coordinator IV, Career Technical Education (CTE) #6268
College and Career Readiness
STEM, Workforce Development, and Innovation
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 14

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of Educational Services, Division Director of STEM, Workforce Development, and Innovation, and the Director of Workforce Development, supports the implementation and daily operations of Career Technical Education (CTE) programs, events, and professional development. Provides technical assistance to local educational agencies (LEAs) to develop and strengthen CTE pathways by integrating local, regional, state, and private resources. Collaborates with community colleges, industry partners, and workforce agencies to align K–12 CTE programs and facilitate industry connections. Manages grant funding and resources to enhance and expand CTE opportunities that prepare students for workforce success.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a bachelor's degree. Working knowledge and/or experience with student activities, Career Technical Education, and curriculum development. Experience in program development, or management; organization of activities and/or special events.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a master's degree in an educational or related field. Knowledge of Career Technical Education.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- Career Technical Education programs and pathways to community college
- program evaluation and data collection
- grant writing and reporting

Ability to:

- operate a computer
- make decisions and solve problems effectively and efficiently
- be flexible based on program needs
- create and follow policies and procedures
- provide leadership in programs designed for students in grades K-12 with a focus on Career Technical Education
- speak and make presentations before large groups of people
- function in a leadership role in setting agendas and conducting planning meetings on a regular basis

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, higher education, 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. Work with local businesses and industries to support partnerships and work-based learning opportunities.
14. Work with the SJCOE Grant Development Office to seek funding support for programs and activities.
15. Serve as a regional point of contact between K–12 and community college CTE programs to create, improve, and expand K–14 pathways aligned with industry needs.
16. Provide technical assistance to LEAs to ensure high-quality CTE programs and to secure funding through the K–12 Strong Workforce Program, CTEIG, and other sources.
17. Use data to identify existing pathways and gaps across the service area, making recommendations to strengthen alignment and student success.
18. Facilitate career exploration activities to educate students about family-sustaining occupations and support postsecondary transitions and completion of certificate and degree programs.
19. Provide guidance to LEAs in developing work-based learning (WBL) opportunities that help students build skills, experience, and professional networks.
20. Conduct promotional outreach activities to promote CTE and workforce development initiatives and programs.
21. 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, 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.
7. Walk for extended periods of time and navigate outdoor terrain.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and uneven terrain. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public. Employees in this position will be required to travel, including driving to and from various locations (mileage reimbursement allowance provided).