

COORDINATOR COLLEGE AND CAREER READINESS

DEFINITION

Under general direction, align CTE curriculum, activities, and counseling efforts across San Mateo County for K-12 school, including public, private, charter, alternative, continuation schools and post-secondary institutions. The coordinator will integrate career-focused elements into educational programs, fostering collaboration with post-secondary partners. This includes facilitating early college credit opportunities, industry certifications, and work-based learning experiences. Additionally, the coordinator will help facilitate regional advisory boards and industry sector meetings, leveraging partnerships with business, industry, and community stakeholders to strengthen student career pathways. The role serves as the of K12 SWP Pathway Coordinator, the coordinator will enhance k14 CTE program performance by providing technical assistance and aligning program development with regional workforce needs.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director, College, Career, and Community Partnerships. Exercises direct supervision over professional and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating School Safety and Risk prevention programs and services. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget and contract administration and reporting, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Lead the strategic planning and alignment of leadership, resources, and services to support and strengthen CTE pathways across SMCOE LEAs, ensuring compliance with state and district goals.
- Collaborate with LEAs, industry, community, and post-secondary partners to develop, evaluate, and coordinate CTE programs, college, and career opportunities, with a focus on supporting at-risk students through strategic partnerships.
- Manage and support a community of practice for school counselors and CTE staff across San Mateo County, including organizing professional development, coaching on CTE alignment, and guiding the creation of new courses and pathways.

- Collaborate on a county-wide work experience education model, including the work permitting process and coordination of internships and other work-based learning opportunities with districts.
- Provide technical assistance to districts in developing Work-Based Learning (WBL) opportunities that equip K-12 students with the knowledge, skills, and professional networks needed for specific career pathways.
- Work with K-12 industry, community, and post-secondary partners to revise systems curriculum, alignment activities, and counseling efforts toward the goal of college and career readiness for all students.
- Build counseling competencies in accessing, interpreting, and applying relevant data, such as in the CCI, CA Dashboard, and LCAP, while leading San Mateo County counselors in the improvement science evaluation processes and action plan development.
- Collect, analyze, and present CTE data and survey results to stakeholders; monitor the progress of initiatives like the California Colleges Guidance Initiative (CCGI) and implement program changes based on data-driven insights.
- Develop and implement a communication strategy to support CTE initiatives, including contributing to the department newsletter and other outreach publications.
- Develop department grants; seek additional funding; assist with developing and monitoring deliverables, reporting, and contract or partnership agreement development.
- Provide countywide technical assistance to ensure the offering of high-quality CTE programs and securing of K-12 strong workforce program, CTEIG, and other state and local funding for LEA's.
- Support districts in meeting the financial aid for all FAFSA/ CADAA application requirement specified in CA Ed Code 51225.7.
- Support San Mateo County districts in onboarding and utilizing educational platforms, providing strategic guidance, thought partnership, and decision-making on integrating their student information systems (SIS), such as platforms like CaliforniaColleges.edu.
- Serve as the San Mateo County Office of Education liaison for statewide educational initiatives, such as the California Colleges Guidance Initiative (CCGI).
- Facilitate the use of data to identify existing pathways and gaps among service area K12 and community colleges and help make recommendations for furthering pathway development to ensure student success.
- Attend and participate actively in departmental, district, county, state, and national professional educational meetings, conferences, training, and administrator associations following local, state, and national guidelines within the areas of College and Career Education.
- Engage regularly with Regional Consortia, K14 Technical Assistance Providers (TAPs), and other Technical Assistance Professionals to ensure consistent reporting, accountability, and alignment with regional plans.
- Facilitate the development and implementation of career exploration to educate K-12 students about family-sustaining occupations available.
- Utilize labor market data to inform program development and ensure alignment with the region's workforce development plans.
- Utilize shared counseling best practices aligned with the California dashboard and aligned with recognized frameworks, performance indicator, and other key measures to address individual student needs, preparing all students for diverse post-secondary options. Such as ASCA Model School Counseling Programs and CAMTSS.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a Baccalaureate or higher degree from an accredited college or university with major coursework in secondary education, instructional technology, a subject matter field commonly taught in the secondary grades, or a closely related field; and
- Preferred possession of a PPS credential or equivalent.
- Any combination of experience and training that provides the required knowledge and skill is qualifying.
- Successful secondary-school counseling or administration experience, preferably in a comprehensive high school setting, and three years in leadership roles as a site-level administrator or counseling services at the Secondary Level.

Licenses and Certifications:

- Valid California Administrative Services Credential.
- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Comprehensive best practices related to the ASCA Model School Counseling Programs, the CAMTSS Framework, the college recruitment and enrollment process, and the unique challenges faced by economically disadvantaged students, English Learners, and undocumented students as they pursue a college education.
- Supporting county-wide adoption and implementation of the ASCA National Model and CAMTSS Framework, and collaborating with community colleges, post-secondary institutions, and other stakeholders to enhance College and Career Readiness and student outcomes.
- Developing, analyzing, and coordination access points to college and career planning platforms and curricula for all students, ensuring alignment with the ASCA National Model and CAMTSS Framework.
- Assisting LEAs with aligning College and Career Indicators (CCI) and LCAP goals aligned with the California Accountability Model, the School Dashboard, and other accountability measures.
- Collaborating as part of the College, Career, Community Partnerships Team to improve CTE outcomes for all students, with a focus on diverse student populations, through cycles of inquiry, data analysis, and strategic interventions.
- Analyzing and applying data and counseling best practices to support student progress toward post-secondary options, with alignment to the California Dashboard and other identified measures.
- Facilitating partnerships and alignment between the K-12 school system in San Mateo County and SMCCCD through collaboration, data analysis, and support for enrollment solutions, with a focus on implications for K-12 students.
- Maintaining records and developing reports on program effectiveness, preparing statistical reports and presentations as required.
- Providing district staff with resources for developing career counselling components such as dual enrollment, career exploration, public perception of CTE, and transitions from college to workforce.

Ability to:

- Demonstrate strong leadership and communication skills, with experience in building consensus, presenting information effectively in various settings, and clearly articulating ideas both orally and in writing.
- Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas; work independently with little direction.
- Hold a comprehensive understanding of CTE foundational knowledge, including the complexity of

- pathways, current trends, standards, frameworks, and effective staff development practices.
- Understand high school counseling requirements for graduation, credits, college entrance requirements, transcripts, course sequencing, and master scheduling.
- Possess a foundational understanding of data flow in K-12 systems and the ability to analyze problems, identify solutions, and implement recommendations to achieve strategic goals.
- Interpret and communicate laws, codes, contracts, policies, and procedures, while preparing clear and concise correspondence, reports, and other written materials.
- Foster community and organizational support for educational programs, with a commitment to equity work in San Mateo County.
- Apply essential procedures, methods, and techniques in budget preparation and financial management.
- Supervise, monitor, and evaluate classified staff.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.