

COORDINATOR COLLEGE AND CAREER TECHNICAL EDUCATION

DEFINITION

Under general direction, plan, coordinate, and implement the operations and activities supporting CTE within San Mateo County schools and districts, including college, CTE & career readiness initiatives. The coordinator will facilitate opportunities for collaboration and provide ongoing staff development. Serve as the Coordinator for College and Career initiatives; facilitate regional Employer Advisory Board and Industry Sector meetings; collaborate with local and regional district partners to develop and implement College and Career Pathways that include work-based learning opportunities for high school students and lead to increased equity and access for students in postsecondary and career opportunities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director, College, Career, and Career Technical Education (CTE). 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.

- Provide leadership to develop and sustain a vision for high-quality learning experiences inclusive of career technical education (CTE), focusing on creating quality indicators and promoting a common language in the region.
- Provide leadership and expertise to districts regarding all aspects of Curriculum and Instruction related to CTE programs; plan, organize, develop, recommend, and evaluate curricular programs and processes; establish and monitor curriculum goals and objectives.
- Supervise preparing and approving new CTE courses, including integrating academic standards and University of California “a-g” requirements.

- Serve as a liaison and coordinate communications, activities, and information related to CTE Dual Enrollment and articulation programming to support alignment between middle schools, high schools, and local educational agencies and post-secondary institutions.
- Assists in developing equitable enrollment and articulation opportunities that support transitions into employment, training, and/or post-secondary education for high school students.
- Promotes and coordinates activities with CTE student organizations to develop leadership skills and career readiness; supports and promotes activities, regional programs, and events to build equity of access to CTE programs; facilitates industry-specific workgroups, advisory meetings, and regional consortium activities.
- Collects, develops, and disseminates industry sector resources for district and county staff and administrators; provides assistance and support in the use of a state-wide tracking system to document pathway progress; collects program data, prepares reports, and maintains records related to assigned activities that support data-driven CTE programs in SMCOE's districts.
- Research, compile, assemble, evaluate, and maintain a variety of technical data, information, and programs related to CTE, including but not limited to statistical records and reports related to attendance, budgets, projects, compliance data, and staff development; participate in the development, implementation, and evaluation of program and educational documents; prepare and distribute related correspondence and informational materials.
- Provides resources and assistance in the development and implementation of Work Based Learning for districts across the region; collaborates with community college and community partners to support internships, Work Experience, and Work Based Learning.
- Collaborate with Internal Business to identify funding sources; create, maintain, and monitor related budgets.
- Work closely with division Program Business Specialists to establish projections and monitor expenditures for each district. Prepare and review contracts/MOU's for each district.
- Communicate with district financial staff and respond to questions in a timely manner.
- Research, obtain, and maintain grants and other funding sources for assigned programs and school support services; prepare proposals and assist with developing and maintaining contracts as required.
- As assigned, prepare and deliver oral presentations, training sessions, and other staff development activities specifically toward targeted CTE teachers, emphasizing instructional strategies and other areas.
- Assist school districts with the design, development, and implementation of professional development systems as required.
- Directs and supervises the work of assigned staff.
- 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:

- Minimum of five years of experience demonstrated successful experience leading career pathways required; experience providing K-12 instructional support, coaching and mentoring teachers, and integrating academic content into Career Technical Education (CTE).
- Experience building successful partnerships with business and industry, community agencies, K-12 schools and higher education desired.
- Minimum of three years working in school administration or other qualifying leadership positions in the K-12 public school system.

Licenses and Certifications:

- Valid California Teaching Credential authorizing teaching at the secondary level and/or a valid CTE designated credential or appropriate CTE single subject credential.
- Valid California Administrative Services Credential.

Knowledge of:

- Exemplary practices in career technical education; Common Core Standards (CCSS), CA content standards and frameworks, and the CTE Model Curriculum Standards.
- Principles, standards, practices, strategies, and procedures involved in enhancing student learning and achievement.
- Practices, procedures, and techniques involved in the development and implementation of professional development activities.
- Exemplary practices in curriculum, instruction, and assessment; successful strategies to support English Learners and students with disabilities.
- California State Standards for Career Technical Education.
- Basic budget preparation and control.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Current rules surrounding the regulatory systems of career technical education and the K12 strong workforce program.

Ability to:

- Plan, organize, coordinate, and implement the educational services, training activities, instructional resources, and support functions of an assigned subject or instructional area for local school districts to enhance student learning and achievement.
- Provide consultation and technical assistance concerning CTE including, standards, requirements, principles, practices, techniques, and procedures and UC “a-g” and articulation/dual enrollment process.
- Design, develop, implement, and conduct training and professional development activities for faculty, staff, and administrators concerning assigned subject or instructional area.
- Facilitate groups in planning, problem-solving, and decision-making.
- Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds.
- Coordinate activities to enhance faculty and administrative understanding of educational practices, curriculum standards, and instructional strategies.
- Interpret, apply, and explain laws, codes, regulations, policies, and procedures.
- Show strength in oral and written communication skills.
- Show strength in interpersonal skills using tact, patience, and courtesy.
- Operate a computer and assigned software, apps and run and administer multiple commonly used apps such as zoom, google, outlook, etc.

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.