

YUBA COUNTY OFFICE OF EDUCATION  
Classified Management Job Description

COLLEGE AND CAREER COORDINATOR

DEFINITION:

Under the direction of the Director of Alternative Education, the College and Career Coordinator, assist with organizing, administering, reviewing, and evaluating all activities related to the mandated state and federal programs for the provision of employment and training services. The College and Career Coordinator will coordinate activities of the assigned functions with school districts within the service delivery areas and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Director of Alternative Education

SUPERVISION OVER:

None; provides guidance and assistance to other staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work under the Director of Alternative Education on pathways, course enrollment, certifications, and activities.
- Plans, conducts, and coordinates program activities including trainings, workshops, and countywide events, including after-hours events.  
May proctor and assist in state assessments or testing.
- Attend college and career meetings as needed.
- Develops and implements services with partner agencies.
- Participates in the negotiations of memorandum of understanding agreements with other agencies to provide assistance in cooperative projects.
- Plans, monitors, and implements referral processes.
- Writes grants for program funding. Creates program budgets and provides budget oversight.
- Completes various reports/applications with existing grants or programs and implements new grants or programs.
- Administer various phases of the budget process including the development of budget projections, monitoring of expenditures and income, and analyzing budget reports for multiple budgets and approve expenditures and transfers which are within the program guidelines.
- Prepares contracts with various individuals and agencies.
- Prepare letters, flyers, mailers, and other materials to publicize programs and services.
- Track individual student completion and certificates.
- Utilizes and implements the County Office personnel procedures and policies with existing and new staff.
- Facilitates communication between personnel, students and/or parents, or assigned site staff for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- May transport students to local college and career events.

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MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Possession of a Bachelor's degree in job related field or experience and training in the field may be considered equivalent to formal education and experience.
- Three years' work experience in the area of K12 or Adult education.
- One year experience in the development, implementation, and evaluation of successful programs including preparing applications for funds, conducting workshops, and working with multi-agency planning teams.

Knowledge of:

- Knowledge of Adult Education programs.
- Knowledge of career and occupational resources, trends, and opportunities.
- Knowledge of local industry needs and ability to connect with students.
- Knowledge of grant management, budgets, and reporting related to Adult, Career Technical, and K12 programs.
- Knowledge of State and Federal grant applications and approval and reporting processes.
- Relevant State and Federal laws, regulation, and procedures including but not limited to State Education Code, Labor Law, and other applicable laws.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Standards of courtesy and behavior expected of students.
- Knowledge of health and safety regulations.
- Knowledge of policies, rules, and regulations concerning campus control, safety, and appropriate student behavior.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities

- Provide technical assistance to County Office personnel.
- Plan, develop, implement, and evaluate education programs.
- Plan, develop and conduct workshops and training sessions.
- Work collaboratively with assigned supervisor, team members, students, the public, and law enforcement to assure the effective and efficient operation of the assigned program.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff, students, and community members.
- Effectively transmit knowledge and skills to others.
- Effectively communicate orally with parents and students.
- Develop measurable goals and objectives, set priorities, and evaluate progress toward achievement.
- Ability to react quickly and appropriately in emergencies.
- Ability to complete required reports clearly and concisely.

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- Read, interpret, and apply pertinent federal, state, and local laws, codes and regulations including administrative and department policies and procedures.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.

Physical Requirements:

- Bending at the waist, sitting on the floor, kneeling, or crouching; climbing or balancing while using a step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or hand truck or cart to lift 50 pounds or more. Requires two or more persons to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings. This is an itinerant position, and employees must be self-sufficient with regards to travel between school sites and agencies to provide services.

Licenses and Certificates:

- Valid California Driver's License
- The availability of an automobile with liability insurance.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified Management  
Salary Range: Educational Services Coordinator  
Approved: April 9, 2025

*The job description is not intended to be an exhaustive list of all the duties, knowledge, or abilities associated with this classification, but it is intended to accurately reflect the principal job elements.*