



**PROGRAM SPECIALIST – CAREER TECHNICAL EDUCATION
GOLDEN STATE PATHWAYS PROGRAM**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Designated Director or Administrator

DEFINITION:

Under the direction of the designated Director or Administrator, the Program Specialist will seek to improve the performance of the GSPP CTE programs within the assigned service area as measured by the CDE metrics.

ESSENTIAL FUNCTIONS:

1. Provide direct support to GSPP pathways, help link and align program development efforts funded by California Career Technical Education Incentive Grant (CTEIG), K-12 Strong Workforce Program (SWP) and Community College Strong Workforce Program investments in the service area.
2. Act as a point of contact for, and collaborate with, high school and community college CTE programs, and other workforce development stakeholders to engage employers and industry representatives with the intent of building and strengthening GSPP pathways that respond to industry needs and facilitating industry connections with GSPP CTE programs.
3. Act as a liaison with Local Education Agencies (LEAs) to support the development and implementation of college and career exploration and ensure they are embedded within CTE courses.
4. Support postsecondary transitions and completion and encourage and facilitate the intersegmental work between LEAs and community colleges.
5. Engage with other Technical Assistance Professionals associated with the work to ensure consistent reporting and accountability.
6. Assist LEAs and community colleges with using Cal-PASS Plus to assess student's transitions from K-12 to community college.
7. Assist K-12 community college network development by identifying, documenting, and disseminating examples of emerging, promising, and best practices for pathway development and pathway improvement initiatives.
8. Participate in on/off-campus student outreach and recruitment activities related to GSPP career pathways, including pre-enrollment advising, application workshops, college presentations, campus tours, campus visit programs, outreach conferences, college fairs, and other support services.

9. Collaborate with instructional divisions to develop and coordinate course offerings at area high schools.
10. Engage local support from industry and workforce development agencies for implementation of GSPP to promote relevance and value of education pathways for students' career preparation.
11. Work with industry and workforce development outreach efforts with the GSPP Technical Assistance Providers, California Community College Regional Directors and State Department of Education Industry Sector Leads.
12. Assist with the statewide, regional and local development and distribution of student outreach publications and marketing communications to prospective students, school district personnel, and community members.
13. Other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of how to identify and use indicators to self-assess.
2. Knowledge of how to identify and use data to review GSPP pathway development and implementation.
3. Knowledge of the process needed to plan and implement training and professional development for local districts and schools.
4. Knowledge of how to develop and direct programs to inform K-12 students, teachers, counselors, parents, and the public about pathway opportunities available at partnering community colleges.
5. Knowledge of the regional GSPP priorities, the College/Career Indicator (CCI) dashboard, and other state-wide metrics of pathway accountability.
6. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
7. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Ability to help draw attention to and engage with labor market and program performance information, and the region's workforce development plan.
2. Ability to communicate and collaborate with other regional entities including the state-wide GSPP Regional Technical Assistance Centers (RTACs).
3. Ability to provide technical assistance with the development and implementation of CTE curriculum, including supporting faculty collaboration to ensure sequential CTE courses align with regional post-secondary pathways.

4. Ability to provide technical assistance to inform the development of work-based learning opportunities.
5. Ability to support connection with feeder K-12 administrators, counselors, and teachers.
6. Ability to facilitate the use of data to identify existing pathways and gaps among K-12 feeder districts, and community colleges and help make recommendations for furthering pathway development.
7. Ability to encourage high-quality implementation and expansion of early college credit.
8. Ability to support implementation of career exploration curriculum, such as California Career Resource Network (CalCRN) and Get Focused, Stay Focused.
9. Ability to collaborate with the CTE Lead Technical Assistance Center (LTAC) and local LEAs to support a comprehensive program of student outreach and recruitment services for prospective students from feeder K-12 school districts.
10. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS:

A. Education:

1. Bachelor's degree or higher from an accredited college or university.
2. Valid Clear California Teaching Credential.
3. Master's Degree desirable.

B. Experience:

1. Successful teaching experience.
2. A minimum of three (3) years of experience in Career Technical Education, preferred.
3. Experience in grant reporting and monitoring.
4. Experience in coordinating industry, community, and educational partnerships.
5. Experience in curriculum development and post-secondary articulation.

MR: mm
11/21/23

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