

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JULY 2024
SALARY SCHEDULE: #94
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 6, 8

COORDINATOR I – COLLEGE AND CAREER READINESS

DEFINITION

Under the direction of the Director of College and Career Programs, the Coordinator I – College and Career Readiness will coordinate the administration of activities necessary for the implementation of the College and Career Readiness Exploration Program.

EXAMPLES OF DUTIES

Develop, manage, supervise, and implement college and career exploration or related activities within sites at Kern County Superintendent of Schools and other school sites throughout Kern County;

coordinate work by scheduling site visits, college and industry tours, job fairs, guest speakers, soft skills training; and other college or career readiness activities;

coordinate the implementation of the career exploration curriculum with partner Local Education Agencies (LEAs);

assist with college and career ready planning and implementation including researching best practices;

recommend, implement, and document process/procedure improvements that will increase efficiency or improve consistency of services;

work closely with appropriate staff to update and enhance curriculum and programs;

maintain any necessary supplies and equipment for project implementation and submit purchase requests as needed;

work with community partners to support current pathways and develop exploration and internship opportunities, apprenticeships, or industry standard curriculum;

manage and track data to ensure that goals are met in the most efficient and organized manner;

manage grant reporting and monitoring;

coordinate and implement career exploration curriculum, such as Paxton Patterson, CalCRN or Get Focused, Stay Focused;

collaborate with local institutions of higher education Office of Outreach to support a comprehensive program of student outreach exploration for prospective students from feeder K-12 school districts;

participation in communities of practice or networks as it relates to college and career readiness;

supervise and evaluate assigned staff;

perform other work-related duties as assigned.

QUALIFICATIONS

Knowledge Of:

Elements of high-quality Career Technical Education (CTE) Programs of Study;

college and career readiness programs;

data collection and management;

how to identify and use indicators to self-assess;

specialized educational philosophies;

current trends in elementary and secondary education practices for K-16 career education programs;

accurate record keeping and inventory methods;

basic concepts of student behavior management strategies and techniques;

current office procedures, methods, and technology;

English usage, spelling, grammar, and punctuation.

Ability To:

Analyze labor market and program performance information, and the region's workforce development plan;

make decisions based on sound educational philosophy;

establish appropriate working relationships and rapport with individuals and groups;

stay abreast of current trends, innovations, and practices in elementary and secondary education, with an emphasis on aligned K-16 career education;

communicate effectively both orally and in writing with a positive tone and voice quality;

work well with a diverse group of clients (community partners, industry partners, KCSOS employees, students);

observe and diagnose issues in the curriculum and instruction practices, specifically in career education;

establish and maintain cooperative working relationships;

drive to school sites throughout Kern County safely and efficiently;

perform appropriately in situations requiring tact and diplomacy;

maintain accurate records;

maintain accurate inventory of hardware, software and other equipment and materials as required;

respond to problem-solving requests as needed;

encourage high-quality implementation and expansion of early college credit.

Experience:

A minimum of three (3) years of increasingly responsible leadership level experience in college and career readiness, higher education, or program implementation.

Successful experience in coordinating and conducting career exploration and education to industry alignment preferred.

Education:

Bachelor's Degree from an accredited college or university required.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

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.

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.

This position is overtime exempt and has a probationary period of one year.

MG:nl

10/1/24

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