

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED MAY 2020
SALARY SCHEDULE: #94
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 1, 6, 8**

COORDINATOR I – K12 PATHWAY

DEFINITION

Under the direction of the designated Director or Administrator, the Coordinator I – K-12 Pathway will seek to improve the performance of the K-14 Career Technical Education (CTE) programs within his/her service area as measured by the Career Technical Education Incentive Grant (CTEIG), K-12 Strong Workforce Programs (SWP) Metrics and guided by the K-14 Pathway Quality Rubric.

EXAMPLES OF DUTIES

Provide direct support to K-14 programs, help link and align program development efforts funded by CTEIG, K-12 SWP and Community College Strong Workforce Program investments in the service area;

act as a point of contact for, and collaborate with, high school and community college CTE programs, Regional Directors for Employer Engagement, the Centers of Excellence and other workforce development stakeholders to engage employers and industry representatives with the intent of building and strengthening K-14 pathways that respond to industry needs and facilitating industry connections with K-14 career technical education programs;

act as a liaison with LEA's to support the development and implementation of college and career exploration and ensure they are embedded within CTE courses;

support postsecondary transitions and completion and encourage and facilitate the intersegmental work between LEAs and Community Colleges;

collaborate with Regional Consortia Chair, K-14 Technical Assistance Provider (TAP), and Regional Directors on behalf of the Office;

engage with other Technical Assistance Professionals associated with the work to ensure consistent reporting and accountability;

participate in the region's annual process for developing and revising its regional plan;

work with LEAs to increase knowledge and use of labor market data supplied by the California Community Colleges Chancellor's Office (CCCC) Center of Excellence;

assist LEAs and community colleges with using Cal-PASS Plus to assess student's transitions from K-12 to community college;

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;

participate in on/off-campus student outreach and recruitment activities related to K-14 career pathways, including pre-enrollment advising, application workshops, college presentations, campus tours, campus visit programs, outreach conferences, college fairs, and other support services;

coordinate with Student Services in advising and support services designed to facilitate course registration for concurrently enrolled high school students;

collaborate with instructional divisions to develop and coordinate course offerings at area high schools;

engage local support from industry and workforce development agencies for implementation of CTEIG and K-12 Strong Workforce Program to promote relevance and value of education pathways for students' career preparation;

coordinate industry and workforce development outreach efforts with the K-14 Technical Assistance Providers, California Community College Regional Directors and State Department of Education Industry Sector Leads;

coordinate the Statewide, regional and local development and distribution of student outreach publications and marketing communications to prospective students, school district personnel, and community members;

supervise and evaluate assigned staff;

perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

How to identify and use indicators to self-assess;

how to identify and use data to review K-14 pathway development and implementation;

the process needed to plan and implement training and professional development for local districts and schools;

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;

Ability To:

Draw attention to and engagement with labor market and program performance information, and the region's workforce development plan; and coordinate with other regional entities including the K-14 Technical Assistance Providers (TAP), Regional Directors for Employer Engagement, the Centers of Excellence, Guided Pathway Regional Coordinators, and the Regional Consortium;

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;

provide technical assistance to inform the development of work-based learning opportunities;

support connection with feeder K-12 administrators, counselors, and teachers;

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;

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

support implementation of career exploration curriculum, such as CalCRN and Get Focused, Stay Focused;

coordinate with local community college's Office of Outreach to support a comprehensive program of student outreach and recruitment services for prospective students from feeder K-12 school districts.

Experience:

A minimum of five (5) years of increasingly responsible management level experience.

Education:

Graduation from a four-year 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.

CP: rn

4/27/2020

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