



PROGRAM COORDINATOR – COLLEGE AND CAREER PROGRAMS

Certificated Job Description

IMMEDIATE SUPERVISOR:

As assigned

ESSENTIAL FUNCTIONS:

1. Coordinate the administration of activities necessary for the implementation of the College and Career Readiness Exploration Program.
2. Coordinate and lead assistance for grant management and support regional grantees aligned with college and career readiness.
3. Support regional, district and site College and Career Readiness Directors with the implementation of college and career programs and projects.
4. Coordinate, conduct, and attend professional development workshops, communities of practice, networks, and conferences.
5. Provide leadership for all aspects concerning college and career readiness, expanded learning programs, and professional development programs.
6. Supervise and evaluate assigned certificated and classified staff.
7. Collaborate with local and state level College and Career Readiness leaders in the development of high-quality college and career pathways.
8. Manage grant budgets and reporting for fiscal and operational accountability systems.
9. Support the College and Career Programs staff in events and activities related to awarded grants and projects.
10. Remain current with new policies and education code which impact college and career readiness.
11. Represent the county office at professional meetings.
12. Act as a resource in college and career readiness curriculum, instructions, and assessments.
13. Work with the professional and community committees, organizations, institutions, and other agencies at the local, state, and national level to promote improved practices in education.
14. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of elements of high-quality Career Technical Education (CTE) Programs of Study.
2. Understand curriculum, educational programs, and instructional practices.
3. Knowledge of college and career readiness programs; data collection and management.
4. Understand how to identify and use indicators to self-assess.
5. Knowledge of specialized educational philosophies; current trends in elementary and secondary education practices for K-16 career education programs.
6. Understand accurate record keeping and inventory methods.
7. 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.
8. Fingerprint clearance by both 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. Understand KCSOS and State regulations, rules, policies, and procedures applicable to college and career readiness.
2. Understand and can advise on program and system management and organization.
3. Design systems to identify, train and disseminate information across a region.
4. Basic concepts of student behavior management strategies and techniques.
5. Current office procedures, methods, and technology.
6. English usage, spelling, grammar, and punctuation.
7. 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. Must hold appropriate Supervision or Administrative credential.
2. Must hold a Master's degree earned at an accredited college or university.

3. Must hold California teaching credential(s) or Pupil Personnel Services credential.

B. Experience:

1. Minimum of three (3) years of increasingly responsible leadership level experience in college and career readiness, K-16 education, or program implementation
2. Successful experience in a supervision role at a school site or district/ county office preferred.
3. Leadership in providing students, teachers, and administrators with the skills and knowledge for effective design, implementation, and evaluation of instructional programs.

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