



Job Description

POSITION TITLE: Coordinator IV, Career Technical Education (CTE) #6268
College and Career Readiness
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 14

SUMMARY OF POSITION:

Under direction of the Assistant Superintendent of Educational Services, and the Director of College and Career Readiness, assists with the day-to-day operation of Career Technical Education (CTE) programs, events, and professional development. Supports the implementation, continuance, and/or upgrading of existing CTE activities and programs. Assumes responsibility for developing, organizing, scheduling, and managing grant funding to support implementation of CTE programs.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree. Working knowledge and/or experience with student-activities, CTE, and curriculum development. Experience in program development, or management; organization of activities and/or special events.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree in an educational or related field. Knowledge of Career Technical Education.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- CTE programs and pathways to community college
- program evaluation and data collection
- grant writing and reporting

Ability to:

- operate a computer
- make decisions and solve problems effectively and efficiently
- be flexible based on program needs
- create and follow policies and procedures
- provide leadership in programs designed for students in grades K-12 with a focus on Career Technical Education
- speak and make presentations before large groups of people
- function in a leadership role in setting agendas and conducting planning meetings on a regular basis

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Work with local businesses and industries to support apprenticeship opportunities.
14. Work with SJCOE grant writers in seeking funding to support activities.
15. Provide professional growth in-services for staff and volunteers.
16. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Walk for extended periods of time and navigate outdoor terrain.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and uneven terrain. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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