

JOB TITLE: Coordinator, College and Career Readiness

#### DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Serves as the administrator for College and Career Readiness. Works with local and regional pathway teams to develop and implement college and career readiness pathways that include developmentally appropriate work-based learning opportunities for high and middle school students. Works as a liaison with the California Department of Education, College and Career organizations, and post-secondary institutions.

#### ESSENTIAL DUTIES

- Coordinates with districts, business and industry, community agencies, and colleges to develop college and career programs.
- Provides leadership and technical support to our districts in the area of College and Career Readiness.
- Develops and puts measures in place to sustain partnerships with Business, Industry, and post-secondary institutions for the purpose of pathway implementation and sustainability.
- Remains current with job market information locally and nationally.
- Actively promotes college and career readiness both regionally and statewide
- Assists in the budget and long-range planning for the College and Career Readiness Program.
- Participates in local and state meetings related to College and Career Readiness
- Identifies, pursues, and implements grants which support the purposes of College and Career Readiness.
- Keeps abreast of new materials, current research trends, techniques and ideas through reading professional materials and attending seminars, conferences, and workshops.
- Develops dual enrollment opportunities and articulations between local school district and the community college.
- Develops professional development activities for College and Career teachers and staff.
- Provides College and Career Readiness support for Juvenile Court and Community Schools (JCCS) programs.

- In partnership and collaboration with school districts and business partners, the Labor Council, and other partners plans develops and implements special events throughout Solano County such as: Work Ready! Certification, Build a Bridge, VEX Robotics, summer academies, Career and Technical Student Organizations (CTSO) competitions and Maker Fair.
- Participates in Solano County Office of Education (SCOE) Curriculum Council.
- Serves as a member of Management Advisory Council.

#### MARGINAL DUTIES

- Serves on committees as assigned
- May serve on management negotiations team as required
- May supervise and evaluate classified and certificated staff
- Facilitates the work of the Solano County Perkins Consortium

#### KNOWLEDGE AND ABILITY:

- Demonstrate deep knowledge of Career/Technical Education Standards and relevant content areas.
- Demonstrate knowledge and use of a rich array of instructional approaches, resources, and technologies in the relevant content area(s).
- Demonstrate strong interpersonal, problem solving, and organizational skills required to effectively facilitate coaching and staff development.
- Communicate clearly and concisely, both orally and in writing.
- Marshall the components of effective classroom teaching and the process of beginning and continuing professional development.
- Ability to work effectively and collaboratively with teachers, site administrators, and district administrative staff to accomplish education technology goals.
- Ability to identify and effectively partner with local resources agencies supporting career development for high-risk youth.
- Ability to use judgment and to remain objective in matters that require discretion and sensitivity.
- Highly qualified in instructional practices, knowledgeable in content and technology integration and skilled in the practices of coaching
- Ability to manage data, write reports, and maintain all aspects of grant compliance.
- Strong technology skills in up-to-date computer software, including word processing, database, spreadsheet, presentation, and online communication.

## QUALIFICATIONS:

- California Supervisory or Administrative Services Credential
- Valid California clear single subject, or multiple subject teaching credential required
- Must have a clear English Learner Authorization such as CLAD
- At least 3 years of experience in Career Education or closely related field
- Master's degree in the area of Education is highly desired
- Valid California driver's license and personal vehicle for travel required

## SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of overall objectives.

## SUPERVISION EXERCISED

Employees in this classification may train, assign work, and supervise personnel as it relates to the operational unit.

This work consists of moderately complex and responsible technical and administrative duties within a departmental unit.

## PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)                      Walking (15%)                      Sitting (70%)

Body Movement (Frequency):

None (0)    Limited (1)    Occasional (2)    Frequent (3)    Very Frequent (4)

Lifting – lbs. (0-40)                      Lifting (2)                      Bending (3)

Pushing and/or  
Pulling Loads (1)                      Reaching  
Overhead (2)                      Kneeling or  
Squatting (3)

Climbing Stairs (2)                      Climbing Ladders (0)

