

Solano County
Office of Education

JOB TITLE: Program Manager, College and Career Readiness

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Serves as the administrator for College and Career Readiness. Coordinates with districts, business and industry, and community agencies to develop college and career programs regionally. Works as a liaison with the California Department of Education, college and career organizations, and post-secondary institutions.

JOB REQUIREMENTS AND QUALIFICATIONS

- Valid California driver's license
- Valid California teaching credential
- Valid Administrative Credential
- Knowledge of laws, regulations, job market information, and employment trends affecting assigned programs
- Ability to speak effectively to large and small groups
- Ability to present a positive public image
- Ability to establish and maintain effective relationships with students, staff, local business and educational community, and the general public

ESSENTIAL DUTIES

- 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
- Facilitates regional work focused on Pathway Development and Implementation
- Develops and puts measures in place to sustain partnerships with Business, Industry, and post-secondary institutions for the purpose of pathway implementation and sustainability

- Researches and writes grants related to College and Career Readiness
- 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
- Provides leadership and technical support to our districts in the area 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
- Develop professional development activities for College and Career teachers and staff
- College and Career Readiness support for Juvenile Court and Community Schools (JCCS) programs
- Plans and develops special events throughout Solano County such as: 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

ADDITIONAL 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

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)