



Leadership • Collaboration • Support

JOB TITLE: Career Technical Education (CTE) Pathway Project Coordinator

Classified Managers Salary Schedule, Range 6

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

The CTE Pathway Project Coordinator seeks to improve the performance of the K14 CTE programs within their service area as measured by the Career Technical Education Incentive Grant (CTEIG), K-12 Strong Workforce Program (SWP) Metrics and guided by the K14 Pathway Quality Rubric. This is done through providing direct support to, and helping to link and align the program development efforts funded by CTEIG, K-12 SWP and Community College Strong Workforce Program investments in the service area; through drawing attention to and engagement with labor market and program performance information and the region's workforce development plan; and through coordination with other regional key talent including the K-14 Technical Assistance Provider (TAP), Regional Directors for Employer Engagement, the Centers of Excellence, Guided Pathway Regional Coordinators, and the Regional Consortium.

JOB REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree.
- Ability to effectively and efficiently engage employers and industry representatives, with the intent of building and strengthening K14 pathways that respond to industry needs and facilitating industry connections with K-14 career technical education programs.
- Skills in developing CTE program goals, preparing and maintaining budgets, and exercising proper budgetary control measures.
- Interpersonal skills to work cooperatively and effectively with individuals and groups.
- Ability to effectively transmit knowledge and skills to staff and community partners.
- Skills to develop measurable goals and objectives, set priorities, monitor expenditures, and evaluate projects/programs.
- Ability to plan, develop, and conduct a variety of presentations, workshops trainings, and conferences. Ability to prepare and deliver presentations.
- Ability to operate large audio/visual equipment.
- Basic computer skills, including knowledge of Microsoft Office (Word, Excel, PowerPoint) and an understanding of accessing online resources.

ESSENTIAL DUTIES

- Acts as a point of contact for and work with high school and community college CTE programs, Regional Directors for Employer Engagement, the Centers of Excellence and other workforce development stakeholders to effectively and efficiently engages employers and industry representatives with the intent of building and strengthening K14 pathways that respond to industry needs and facilitating industry connections with K–14 career technical education programs.
- Provides technical assistance with the development and implementation of CTE curriculum.
- Support faculty collaboration to ensure sequential CTE courses align with regional post-secondary pathways.
- Facilitates the use of data to identify existing pathways and gaps among K12 and community colleges and helps making recommendations for furthering pathway development.
- Informs and supports the development and implementation of college and career exploration.
- Serves as liaison with LEAs to ensure college and career exploration are embedded within CTE courses.
- Supports postsecondary transitions and completion.
- Encourages and facilitates the intersegmental work between Local Education Agencies (LEA's) and Community Colleges.
- Provides technical assistance with the development of work-based learning opportunities.
- Prepares a variety of program-mandated reports for tracking career readiness (e.g., Experiential Work Program, etc.) for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements.
- Monitors fund balances of assigned programs and related financial activity (e.g., grants, etc.) for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.

ESSENTIAL SKILLS

The following are the minimum required activities:

- Engagement with the regional consortia
 - Regular engagements with Regional Consortia Chair, K14 TAP, Regional Directors for Employer Engagement and other Technical Assistance Professionals associated with the work to ensure consistent reporting and accountability.
 - Participation in the region's annual process for developing and revising its regional plan.
- Partnerships with local education agencies
 - Support connection with feeder K12 administrators, counselors, and teachers.
 - Work with LEAs to increase knowledge and use of labor market data supplied by the California Community College Chancellors office (CCCCO) Center of Excellence.
- Data use
 - Facilitate the use of data to identify existing pathways and gaps among K12 feeder districts and help make recommendations for furthering pathway development.
 - Assist LEAs and community colleges with using Cal-PASS Plus to assess student's transitions from K12 to community college.

- Identify and use indicators to self-assess.
- Identify and use data to review K14 pathway development and implementation.
- Dissemination of Model Pathways and Curriculum
 - Assist K12–community college network development by identifying, documenting, and disseminating examples of emerging, promising, and best practices for pathway development and pathway improvement initiatives.
 - Plan and implement training and professional development for local districts and schools.
- College and career exploration
 - 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.
- Post-secondary transition and completion
 - Encourage high-quality implementation and expansion of early college credit.
 - 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.
 - 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.
 - Develop and direct programs to inform K-12 students, teachers, counselors, parents, and the public about pathway opportunities available at partnering community colleges.
- Work-based learning
 - Engage local support from industry and local workforce development agencies for implementation of CTEIG and K12 Strong Workforce Program to promote relevance and value of education pathways for students’ career preparation.
 - Coordinate industry and workforce development outreach efforts with the K14 Technical Assistance Providers, California Community College Regional Directors and State Department of Education Industry Sector Leads.
 - Support implementation of career exploration curriculum, such as California Career Resource Network (CalCRN) and *Get Focused, Stay Focused*.
- Coordinate with Statewide, regional, and local development and distribution of student outreach publications and marketing communications to prospective students, school district personnel, and community members.
- Perform other duties as assigned.

SUPERVISION RECEIVED

Directly responsible to the Senior Director of Resource Development and Transition Services

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of time)		
Standing (30)	Walking (55%)	Sitting (15%)
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)