



Leadership • Collaboration • Support

JOB TITLE: Program Manager, College and Career Readiness

Classified Managers Salary Schedule, Range 9

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Serves as the manager for the College and Career Readiness department. Coordinates with districts, business and industry, and community agencies to develop college and career programs regionally. Serves as a liaison with the California Department of Education (CDE), Community Colleges Chancellor's Office, career organizations, and other post-secondary institutions. Seeks to improve the performance of the K14 Career Technical Education (CTE) programs within their service area.

JOB REQUIREMENTS AND QUALIFICATIONS

- Valid Clear CTE Credential.
- Administrative Credential preferred, but not required.
- Knowledge of laws, regulations, job market information, and employment trends affecting career technical education.
- Skills in developing CTE program goals, preparing and maintaining budgets, and exercising proper budgetary control measures.
- Ability to present a positive public image.
- Ability to engage employers and industry representatives effectively and efficiently, with the intent of building and strengthening K14 pathways that respond to industry needs and facilitating industry connections with K14 Career Technical Education programs.
- 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.
- Basic computer skills, including knowledge of Microsoft Office (Word, Excel, PowerPoint), an understanding of accessing online resources, and utilizing online meeting and conference platforms.
- Valid California driver's license.

ESSENTIAL DUTIES

- Manages and evaluates members of the department.
- Remains current with job market information locally and nationally.
- Actively promotes college and career readiness both regionally and statewide.
- 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.
- Provides leadership and technical support to our districts in the area of college and career readiness.
- Keeps current with materials, research trends, techniques and ideas through reading professional materials and attending seminars, conferences, and workshops.
- Develops dual enrollment opportunities and articulations between local school districts and the community college.
- Develops professional learning activities for College and Career Department teachers and staff.
- Plans and develops special events throughout Solano County such as Business and Industry Advisory Committees Meetings and Work-Ready! Certification Celebrations.
- Serves as a member of Management Advisory Council (MAC).
- Acts as a point of contact for and works 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 engage employers and industry representatives with the intent of building and strengthening K14 pathways that respond to industry needs and facilitating industry connections with K14 career technical education programs.

- Supports 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 K-12 and community colleges and ~~helps~~—makes recommendations for furthering pathway development.
- Serves as liaison with Local Education Agencies (LEA) to ensure college and career exploration is embedded within CTE courses.
- Supports postsecondary transitions and completion.
- Encourages and facilitates the intersegmental work between 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 for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements.
- Engages with the regional consortia.
- Engages support from local industry and workforce development agencies for implementation of state and federal grant programs to promote relevance and value of education pathways for students' career preparation.
- Coordinates with statewide, regional, and local agencies in the development and distribution of student outreach publications and marketing communications to prospective students, school district personnel, and community members.

ADDITIONAL DUTIES

- Serves on committees as assigned.
- May serve on management negotiations team as required.
- Performs other duties as assigned.

SUPERVISION RECEIVED

Employees in this classification receive limited and general supervision.

SUPERVISION EXERCISED

Supervision of College and Career Development Specialists

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 (2)

Climbing Stairs (2) Climbing Ladders (0)