

Sacramento County Office of Education Job Description
Classification Title: Coordinator,
Capital Region Academies for the Next Economy

DEFINITION

Under general supervision, serves as the coordinator for a specific industry cluster (Agribusiness, Natural Resources and Food; Engineering and Engineering Services; or Life Sciences and Health Services), manages cluster meetings and professional development, and works with pathway teams and Capital Region Academies for the Next Economy (CRANE) Career Specialists to develop and implement CRANE College and Career Pathways that include developmentally appropriate work-based learning opportunities for high school students.

DIRECTLY RESPONSIBLE TO

Program Manager Capital Region Academies for the Next Economy

SUPERVISION OVER

Technical and clerical personnel as assigned

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Identifies and collaborates with educational, industry and community partners to establish, promote, expand and maintain CRANE Industry Cluster pathways; develops, coordinates, and conducts surveys to identify pathway strengths and needs; assists pathways in developing inclusive student outreach strategies and recruitment activities to ensure enrollment is open to all students; assists in developing enrollment and articulation opportunities which support transitions into employment, training, and/or postsecondary education for high school students; assists in the development of curriculum and articulation agreements with post-secondary institutions; provides input in selection of assessments and exams leading to industry certifications, post-secondary credit and digital badges and ensures standards of selected certification methods are maintained; promotes and coordinates activities with career technical student organizations to develop leadership skills and career readiness; facilitates industry-specific workgroups, advisory meetings and regional consortium activities; creates and delivers professional development for pathway instructors; develops and facilitates online professional learning communities, meetings, and professional development; collects, develops, and disseminates Industry Cluster resources for CRANE pathway program staff and administrators; provides assistance and support in use of state-wide tracking system to document pathway progress; collects program data, prepares reports and maintains records related to assigned activities; directs and supervises the work of assigned staff; performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California teaching credential and demonstrated successful experience leading career pathways required; experience providing K-12 instructional support, coaching and mentoring teachers, and integrating academic content into Career Technical Education (CTE); experience building successful partnerships with business and industry, community agencies, K-12 schools and higher education desired.

Knowledge of:

Guidelines and best practices related to CTE, Linked Learning and pathway programs; Common Core state standards and curriculum frameworks, high school courses of study, college coursework and career options within a specific Industry Cluster; current research trends in CTE; integration and use of technology in the delivery of instruction; principles and best practices related to educational data collection and data-driven decision making.

Skill and Ability to:

Provide positive leadership; engage staff and stakeholders in collaboration, team participation, creative problem-solving, conflict resolution, and group planning; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; organize and prioritize work; exercise a high degree of judgment and utilize various strategies in working with a variety of people; model strong interpersonal skills necessary to work cooperatively and effectively with individuals and groups from diverse backgrounds; communicate effectively in oral and written form; plan, develop, and conduct staff development activities and training programs; effectively transmit knowledge and skill to staff; integrate the use of technology to enhance job performance; supervise and manage the work activities of assigned staff; develop and document processes and procedures, and maintain required records.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation with mileage reimbursed and willingness to travel within the state as required.

7/2014