

# **Sacramento County Office of Education Job Description**

## **Classification Title: Coordinator, College and Career Initiatives**

### **DEFINITION**

Under general supervision, serves as the coordinator for, College and Career initiatives; facilitates regional Employer Advisory Board and Industry Sector meetings; collaborates with local and regional district partners to develop and implement College and Career Pathways that include work-based learning opportunities for high school students and lead to increased equity and access for students in post-secondary and career opportunities.

### **DIRECTLY RESPONSIBLE TO**

Appropriate administrator

### **SUPERVISION OVER**

Professional, 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 College and Career 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 equitable enrollment and articulation opportunities which support transitions into employment, training, and/or postsecondary education for high school students; facilitates the development of articulation and dual enrollment agreements between local educational agencies and post-secondary institutions; provides input in the 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; supports and promotes activities, regional programs and events to build equity of access to Career Technical Education programs; facilitates industry-specific workgroups, advisory meetings and regional consortium activities; assists educators with the development of curriculum; provides training for pathway instructors on college and career program resources; develops and facilitates online professional learning communities, meetings, and trainings; collects, develops, and disseminates industry sector resources for district and county 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; provides resources and assistance in the development and implementation of Work Based Learning for districts across the region; collaborates with community college and community partners to support internships, Work Experience and Work Based Learning; assists educators in providing intervention and focused support for students enrolled in SCOE Regional Occupational Programs (ROP) and Virtual ROP (VROP); collaborates with Curriculum and Instruction staff to integrate CTE with other subject areas; facilitates a community of practice for regional counseling programs to increase access to Career Tech Ed programs; 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, industry certifications, and career pathways; effective instructional strategies, current research trends in CTE; integration and use of technology in the delivery of instruction; standard software applications and video-conferencing platforms;

principles and best practices related to educational data collection and data-driven decision making; strategies to increase equity and access for all students.

**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 training programs; effectively transmit knowledge and skills to others; 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.

1/2021