

Sacramento County Office of Education Job Description

Classification Title: Coordinator, Career Pipeline Development

DEFINITION

Under general supervision, coordinates with local, county, regional, and state agencies, community-based organizations, school districts, and institutions of higher education in the ongoing design and development of graduation-to-workforce pipelines and career path program models in various areas of instruction, including mental health, health, education, and other fields for secondary and college students.

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.)

Coordinates the ongoing development and assessment of career pipeline programs for secondary and post-secondary students in various content areas, including mental health, health, and education; collaborates with local education agencies to support innovative approaches to meet student transition from school to work needs; identifies existing and develops new graduation-to-workforce career pipeline options including mentorships, stipends, paid internships and pre-apprenticeships; establishes process for recruitment and onboarding of interns and pre-apprentices in collaboration with program, district, and agency partners identifies and secures funding and partners to sustain career pipeline programs; establishes and maintains effective communication and cooperative working relationships with staff, departments, community partners, and other stakeholders; collaborates with partnering agencies on the development of career pipelines and identification of career exposure opportunities; establishes process for recruitment, onboarding, and training of interns and pre-apprentices in collaboration with program, district, and agency partners: works with partners to implement paid work experience placements for students, including opportunities for students to work as navigators and mentors in the program; evaluates effectiveness of career pipeline programs to inform continued improvement; ensures programs meet the needs of an ethnically and culturally diverse student population; develops and monitors budgets; directs, supervises, and evaluates the work of assigned staff; performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Bachelor's degree in education or related field required; master's degree in education or related field preferred; successful experience with program implementation, grant writing, and management, and collaboration with government and community agencies required; career pathway program or career technical education teaching and curriculum development experience in mental health, health, education, or other fields desired.

Knowledge of

Guidelines and best practices related to the design and implementation of career development programs; career education programs and opportunities for secondary and post-secondary students, including the areas of mental health, health and education; high school courses of study, college coursework, industry certifications, and career pathways; continuous improvement processes; effective outreach strategies to recruit a culturally and linguistically diverse student population; strategies to increase equity and access for all students; principles and best practices related to educational data collection and data-driven decision making; community and state partnerships, and funding opportunities for workforce development in the areas of mental health, health education, and related fields; current and emerging career pipeline program models; features of successful mentorship programs; institution of higher education programs, resources, matriculation and completion requirements; methods of effective supervision including training, observation, assessment and evaluation; budgetary development and control measures; applicable State and Federal laws and regulations; standard software applications and video-conferencing platforms.

Skill and Ability to

Engage staff and stakeholders in collaboration, team participation, creative problem-solving, conflict resolution, and group planning; analyze system processes and guide others in developing improvements; establish and maintain cooperative working relationships with staff, agencies, and organizations; organize work, develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; model strong interpersonal skills necessary to work cooperatively and effectively with individuals from diverse backgrounds; effectively transmit knowledge to others; identify funding sources; design and develop funding proposals and grant applications; manage grant implementation, budgets, and reporting; develop and document processes and procedures; communicate effectively in oral and written form; supervise and evaluate the work activities of assigned staff; analyze data, present reports, and maintain records related to assigned activities.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments; willingness to travel within the state as required.

Approved by Personnel Commission on 2/8/2022