



Job Description
Equal Employment Opportunity

CURRENT TITLE: PROGRAM COORDINATOR I – COLLEGE AND CAREER

DEPARTMENT/PROGRAM: Teaching and Learning	CLASSIFICATION: Classified Management
DIVISION: Educational Services	SALARY SCHEDULE: Management
REPORTS TO: Assistant Superintendent, Equity & Support Services	SALARY RANGE: 114
APPROVAL DATE: 6/17/2021	WORK YEAR: 215
REVISION DATE: 7/12/2024	FLSA: Exempt

PURPOSE STATEMENT:

Under the direction of the Assistant Superintendent, Equity and Support Services, the Program Coordinator I – College and Career Initiatives promotes the development and implementation of Career Technical Education, 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. The incumbents in this job perform work that assists Yolo County Office of Education in achieving its mission to provide inspiration, leadership, support, and advocacy that ensure equity and access to high-quality education for all students.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- 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.
- Assists in 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 county consortium activities.
- Assists educators with the development of CTE 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 in the use of a 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.
- Collaborates with community college and community partners to support internships, Work Experience, and Work Based Learning.
- Collaborates with Teaching and Learning staff to integrate CTE with other subject areas.
- Assists districts and county staff in the development and implementation of CTE grants.
- Facilitates a community of practice for county programs to increase access to Career Tech Ed programs.
- Formulates and maintains budgets for assigned areas, including assigned programs, grants or projects (e.g., After School Grant, general fund, county-wide prevention/intervention trainings and supports) to ensure that expenses are within budget limits and/or fiscal practices are followed.
- Maintains a variety of manual and electronic files and/or records (e.g., maintenance of state mandated plans on required metrics) to provide up-to-date reference and complying with regulatory requirements and established guidelines.
- Participates in meetings, workshops, trainings, and seminars (e.g., state, regional, YCOE and county-wide committees to receive and disseminate information for the implementation and delivery of programs and services, to convey and/or gather information required to perform functions.
- Prepares a variety of program-mandated reports (e.g., civil rights data collection; federal program monitoring; YCOE school accountability report card; LCAP school plan review to ensure no conflicts in data reporting) to ensure ongoing funding by complying with federal, state, district and/or grant/program requirements.
- Research information required to manage assignments, including reviewing relevant policies, current practices, financial resources, etc. (e.g., up to date information on federal and/or state reports such as School Accountability Report Card, Civil Rights Collection Data, Federal Programing Monitoring) for compliance with legislative requirements and securing general information for planning and/or responding to requests.

OTHER DUTIES:

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the County, including various mandatory County trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Basic math, including calculations using fractions, percentages, and/or ratios
- Guidelines and best practices related to CTE, high school course of study, college coursework, industry certifications and career pathways
- Community resources and support
- Computer usage, including pertinent software
- County organization, operations, policies and procedures
- English usage, grammar, punctuation, and spelling
- Grant administration, writing, fundraising, budget preparation and control
- Interpersonal skills using tact, patience, and courtesy
- Principles and practices of management, supervision, and training
- Evaluation approaches, strategies, and techniques
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- High school to college and career transition supports

Skills and Abilities to:

- Planning, organization, and coordination of College and Career pathways
- Provide assistance and support to schools and departments in the development implementation, monitoring, and evaluation of College and Career programs
- Adapting to changing work priorities and technologies
- Establish and maintain effective working relationships with a diverse group of staff, parents, and the public
- Communicate effectively orally and in writing
- Building collaborative relationships
- Facilitating meetings and group discussions
- Plan and manage multiple projects, including meeting timelines and schedules
- Prepare and maintain accurate records
- Read technical information and, compose a variety of documents
- Interpret, apply and explain rules, regulations, policies and procedures
- Evaluate and organize work according to specific deliverables
- Analyze data of widely varied types and utilize defined but different processes
- Prepare comprehensive narrative and statistical reports
- Flexibility is required to independently work with others in a wide variety of circumstances
- Analyze situations accurately and adopt an effective course of action
- Operating standard office equipment including using pertinent software applications
- Perform multiple technical tasks with a need to occasionally upgrade skills to meet changing conditions
- Problem solving with data and interpretation of guidelines
- Schedule a significant number of activities, meetings, and/or events
- Working with frequent interruptions

JOB QUALIFICATIONS / REQUIREMENTS:

EDUCATION AND EXPERIENCE:

Bachelor's degree in job-related area. Job-related experience within a specialized field is required.

EQUIVALENCY:

Additional qualifying experience can be substituted for the educational requirement on the basis of two years of closely related experience for one year of education requirement. A minimum of eight (8) years of experience is required.

LICENSE/CERTIFICATIONS:

- Valid, current California Driver's License
- Evidence of Insurability

OTHER EMPLOYMENT REQUIREMENTS:

- Criminal Justice Fingerprint /Background check
- Tuberculosis negative test result and subsequent renewals

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- The job is performed in an office environment
- Significant fine finger dexterity
- Some lifting, carrying, pushing, and/or pulling
- Some stooping, kneeling, crouching, and/or crawling
- Significant lifting, carrying, pushing, and/or pulling