

SANTA CRUZ COUNTY OFFICE OF EDUCATION

COORDINATOR, CAREER AND TECHNICAL EDUCATION/ADULT EDUCATION

DEFINITION

Under general direction, to assist in directing, managing, supervising and coordinating the activities of the Career Technical Education Partnership (CTEP) and services to students at the Santa Cruz County Career Advancement Charter (CAC); to coordinate assigned activities; to consult with school administrators, teachers, parents and community agencies on programs and opportunities; to write related grants; to attend related meetings with Cabrillo College, school districts, and public and private training programs; and to perform related duties as assigned.

SUPERVISION EXERCISED

Exercise direct supervision over professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assist in coordinating the organization, staffing, and operational activities for CTEP and CAC.

Assist in developing and implementing a Career and Technical Education (CTE) Program effectively meeting the needs of students.

Participate in the development and implementation of goals, objectives, policies, and priorities for CTEP and CAC; identify resource needs; recommend and implement policies and procedures. Identify opportunities for improving service programs and procedures; review with appropriate management staff, implement improvements.

Plan for, create, and continuously evaluate the provision of information, instruction and training opportunities for students.

Provide instructional leadership, coaching, and support to teachers and staff who are working with a diverse student population. Select, train, support, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Develop and coordinate in-service training activities for instructional and specialist staff members. Assume responsibility for the services and activities of the Career and Technical Education Program, including development and implementation of goals, objectives, policies and priorities for the CTEP.

Select, train, motivate and evaluate assigned personnel; provide staff training; work with employees to correct deficiencies.

Create work-based learning opportunities for students.

Manage and participate in the development and administration of the CTEP and CAC annual budgets, monitor and approve expenditures for equipment, supplies and materials. Identify available funding sources and prepare applications for grants in support of CTE activities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

Coordinate assigned services and activities with those of other departments and outside agencies and organizations. Prepare and present staff reports and other necessary correspondence.

Consult on an ongoing basis with administrators, teachers, parents, community agencies and others concerning the CTEP and CAC and assess community needs.

Continuously monitor and evaluate the effectiveness of programs and procedures, internal reporting and relationships, identify opportunities for improvement and review with the Director of the CTEP.

Supervise, monitor, and perform required reporting.

Attend meetings and conferences in support of the CTEP and CAC; act as a liaison to other County Office departments and outside agencies including Cabrillo College, Probation, Mental Health, and other comprehensive and alternative schools.

Perform essential related coordination duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Career and technical education teaching methods, practices, trends and strategies.

Adult Learning Theory and best practices for high school diploma programs for adults.

Knowledge of applicable federal and state rules and regulations pertaining to Career and Technical Education, Alternative Schools Program, Charter Schools, and Adult Education Programs.

Rules and regulations pertaining to operation of a Work Based Learning Programs.

Skill and Ability to:

Identify current issues and trends in CTE, Adult Education, and Charter Schools and utilize this information to provide continuous program improvement.

Design and implement an effective CTE and Adult Education programs.

Communicate verbally and in writing sufficiently to clearly express ideas, thoughts and instructions. Plan and conduct a system of continuous evaluation activities.

Coordinate and conduct effective in-service training for staff.

Supervise, evaluate and train CTEP and CAC staff.

Collaborate effectively on inter-and intra-agency levels.

Skill and Ability to (continued):

Keep accurate records and submit required reports in a timely manner.

Research, evaluate and write grants in support of CTE Programs. Research, analyze and evaluate new service delivery methods, procedures and techniques. Interpret and apply federal, state and local policies, procedures, laws and regulations.

Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.

EDUCATION AND EXPERIENCE

Any combination of education, training, and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Education:

Possession of a Master's Degree from an Accredited College or University with major coursework in Education or a related field.

Experience:

Five years of successful Career and Technical Education teaching experience, Adult Education or working with at-risk youth, along with experience in comprehensive guidance of at-risk youth.

License or Certificate:

Possession of a valid California Teaching Credential.

Possession of a valid California Administrative Services Credential.

Possession of, or ability to obtain, an appropriate, valid driver's license.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

Ability to travel to different sites and locations.

While performing the duties of this job, the employee is regularly required to stand and to sit, use hand to finger, handle or feel; reach with hands and arms; talk and hear. Frequently required to walk; occasionally may be required to move, carry or lift up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

Approval Date: July 2018