

SANTA CRUZ COUNTY OFFICE OF EDUCATION

COORDINATOR, NORTHERN CENTRAL COAST K-16 COLLABORATIVE

DEFINITION

The Coordinator of the Northern Central Coast K-16 Collaborative provides direct support to the Northern Region, which includes Santa Cruz, Monterey, and San Benito Counties, to develop, align and improve pathways programs that combine academics, career technical education, work-based learning, and comprehensive student support. The Coordinator of the Northern Central Coast K-16 Collaborative supports the K-16 initiative grant objectives that prepare middle and high school students to succeed in both secondary and post-secondary education while learning employable skills.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower-level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform the northern regional backbone support lead functions of the Collaborative; K-12 and Post-Secondary entities on the central coast.

Work collaboratively to complete the northern region leadership support duties.

Coordinate and compile the information on the northern region initiatives needed to include as part of the Collaborative's quarterly progress reports as required by the funding agency.

Participate in the preparation for the statewide evaluation of the regional collaboratives.

Work closely with UC Santa Cruz (UCSC) and UC Santa Barbara (UCSB) to support, coordinate, and align, where possible, the leadership support needed for successful project implementation across the northern and southern regions of the Central Coast.

Coordinate the Collaborative's effort to plan and implement the project across the northern region.

Manage the workflow of discussions and decisions from the northern region that need to move forward through working groups to the Steering Committee and the northern Regional Leadership Teams.

Lead meetings from a student-centered collective impact mindset with an equity lens that benefits disinvested students.

Welcome the population that the Central Coast K-16 Collaborative serves via communications, representation and resource allocation.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Mobilize a regional commitment to disrupt systemic inequities in educational and workforce development opportunities for students from K-12 school districts who have been historically marginalized.

Support collaboration between partners in the K-16 system to ensure sequential courses align with regional post-secondary pathways at California public institutions of higher education within the region; facilitate the use of data to identify existing pathways and gaps, with a focus on Computer Science and Engineering, STEM Education and Healthcare pathways.

Lead the northern region leadership team meetings.

Schedule the northern region leadership team meeting with support from the Central Coast K-16 Collaborative administrative support housed at UCSC.

Support the successful implementation of the northern region in meeting the outcomes established by the Collaborative.

Coordinate with technology team affiliates such as Hartnell, Cabrillo, UCSC and local school districts to build pathways which bridge the gap between the educational systems from K-12, post-secondary and colleges; schedules meetings and initiatives as needed.

Performs other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Current high school graduation requirements (A-G).

College entrance requirements.

Career Technical Educational (CTE) Program pathways.

Community College/ Four (4)-year university pathways with majors in STEM, Computer Science and Engineering and Healthcare pathways.

K-12 and post-secondary systems and policies.

Interpersonal communication and relationships.

Proper English usage, spelling, vocabulary, grammar and punctuation.

Modern office practices, methods, computer equipment and software.

Knowledge of (continued):

Principles and practices of public administration, and program management, including planning, implementation, evaluation and reporting.

Skill and Ability to:

Adopt and operate with a data-driven mindset.

Remain flexible with a shared agenda always in mind.

Adapt to changing circumstances due to changes in partners or new/changing data.

Work with all educational segments.

Be courteous and maintain a neat and clean appearance and demeanor at all times.

Communicate effectively both orally and in writing for multiple audiences.

Work independently with little direction to meet schedules and timelines.

Organize and lead virtual and in-person meetings.

Analyze and resolve problems and situations with tact and diplomacy and take effective courses of action.

Establish and maintain records and maintain confidentiality of privileged information obtained in the course of work.

Maintain consistent, punctual and regular attendance.

Maintain and verify accuracy and completeness of records.

Responsibility:

Working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

An Associate's degree or two (2) years from accredited college or university with major course work in STEM, Computer Science and Engineering, Healthcare or a related field applicable to the position is required. A Master's degree is preferred.

Experience:

Five (5) years of experience in management and administration in education, with a focus in STEM, Healthcare or Computer Science and Engineering.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid California driver's license and appropriate vehicle operation insurance.

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, kneel, crouch, stoop, squat, twist, reach and lift up to 30 pounds with the assistance of others.

Ability to frequently travel in personal automobile to school sites and throughout the community.

Approval Date: October 17, 2023