

Tulare County Office of Education
JOB DESCRIPTION

Job Title: *Career Pathways Engagement Manager (#2210)*

Job Summary:

Under the direction of the Director of College and Career, the Career Pathways Engagement Manager will assist, implement, and support consortium-wide development of college and career pathways that lead to post-secondary certificates, credentials or advanced degrees. Fostering the development of a shared vision for successful community college and university transition and supporting the creation of quality community college pathways for Linked Learning and CTE students, the position is focused on regional workforce needs.

Essential Functions:

- ✚ Provide knowledge and training to districts to support the development and improvement of community college and/or university connections to pathways.
- ✚ Coordinate opportunities with community colleges, universities, technical schools and certification programs to increase student access to career based certifications and dual enrollment.
- ✚ Provide a College and Career Network for counselors, administrators, K-16 educators, and industry partners to support their leadership development and the sharing of best practice.
- ✚ Create data systems to inform decision-making and continuous improvement.
- ✚ Use data to inform planning, training, leadership and coaching.
- ✚ Design, implement, and maintain an ongoing communication system for site leaders including post-secondary sites.
- ✚ Design, coordinate and execute annual events to support CTE Transitions and student exposure to college and career awareness, exploration, and readiness.
- ✚ Support the creation and refinement of programs of study based on community and job market need.
- ✚ In collaboration with site administrators, assess systems present at the school site that contribute to or are known barriers to increased quality career pathways and work, with site administrator to design and implement a plan of action for improvement.
- ✚ Interpret and explain district, state, and federal regulations governing the various CTE transitions activities: Articulation, Dual enrollment, Concurrent Enrollment, Credit by Exam, etc.
- ✚ Provide technical assistance, coaching, and resources to support the implementation of school and district plans to increase quality career pathways.
- ✚ Work with site administrators to facilitate and support implementation of learning communities at the school site.
- ✚ Provide leadership to districts to support the development and improvement of counselor CTE Training.
- ✚ Design, implement, and maintain an ongoing communication system for site counselors.
- ✚ Provide coaching and training with college and career ready practices.
- ✚ Collaborate with the Tulare Kings Linked Learning Consortium organization to create college and career ready opportunities as well as higher levels of academic achievement for academy students as demonstrated in comparative data.
- ✚ Perform other duties as assigned.

Skills, Knowledge and/or Abilities Required:

Knowledge of:

- Current educational administration principles and practices.
- Educational programs, curriculum and instructional practices.
- CC, CSU, UC College programs and processes
- Title 5 regulations regarding high school to college transitions (dual enrollment, articulation, concurrent enrollment, credit by examination)
- School plant operations and appropriate supportive services required to assure Operational effectiveness.
- Planning process.
- Budget preparation and control.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies, and procedures.
- District organization, operations, policies, objectives, and goals.

Skills to:

- Plan, organize and administer the delivery of education programs at assigned school sites;
- Deliver high quality and high-efficacy services;

- Team coaching techniques;
- Best practices for relationship building;
- Interpersonal skills using tact, patience, and courtesy;
- Oral and written communication skills;
- Blend analysis, knowledge, and insight to effectively assess and employ information to enhance personal and organizational performance;
- Create competitive and breakthrough strategies and plans to take full advantage of the changing environment;
- Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports;
- Modify management strategies based on evaluation data;
- Exercise judgment and discretion in interpreting and applying policies and procedures;
- Communicate, understand and follow both oral and written directions;
- Interpret, comprehend, apply, and explain rules, regulations, policies, and procedures;
- Analyze situations accurately and adopt an effective course of action;
- Plan and organize work to meet schedules and time lines;
- Work independently with little direction;
- Prepare comprehensive narrative and statistical reports;
- Learn new or updated computer systems and/or software programs to apply to current work;
- Demonstrate loyalty and high ethical standards;
- Negotiate skillfully in difficult situations and create solutions to promote compromise;
- Think outside the box and develop new methods or solutions inspiring others to reach a common goal;
- Communicate using patience and courtesy in a manner that reflects positively on the organization;
- Actively participate in meeting county goals and outcomes;
- Apply integrity and trust in all situations.

Working Conditions:

Environment: Office environment; driving a vehicle to conduct work; constant interruptions; contact with dissatisfied individuals.

Physical Abilities: Sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally; bending at the waist or kneeling to retrieve supplies or other materials.

Education and Experience Required:

- ✚ Any combination equivalent to: Advanced degree or the equivalent coursework or emphasis in education, research, career technical, and systems planning and seven years of increasingly responsible supervisory and management experience.
- ✚ Administrative Credential preferred.

Certifications, Licenses, Clearances, Testing or Bonding Required:

- ✚ Valid California Credential.
- ✚ Valid California Driver's License and proof of automobile insurance.
- ✚ Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

June 2015

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.