

JOB DESCRIPTION

Job Title: Strong Workforce Program K12 Pathway Coordinator (9858)

Job Summary:

Under the direction of the College and Career Readiness Administrator, and in coordination with the College of the Sequoias (COS) Dean of Career Technical Education (CTE) and Workforce Development, the Strong Workforce Program K12 Pathway Coordinator provides strategic oversight, operations management, and direct support to secondary and post-secondary institutions across the region. This position aligns program development funded by CTEIG, K-12 SWP, and Community College Strong Workforce Program investments with local industry needs. Utilizing labor market data, program performance metrics, and the region's workforce development plan, the Coordinator ensures seamless K–14 pathway alignment. Key duties include collaborating with regional stakeholders—such as the K-14 TAP, Regional Directors for Employer Engagement, Centers of Excellence, Guided Pathway Regional Coordinators, and the Regional Consortium—as well as supervising specific CTE student events hosted by TCOE and the Tulare Kings College and Career Collaborative. This is a grant-funded position subject to annual review.

Essential Duties:

- Support regional district and site College and Career Readiness Directors with the implementation of college and career programs and projects.
- Coordinate Tulare Kings College and Career Collaborative activities by fostering relationships with high school, college, business, and community partners.
- Convene and facilitate meetings with a wide range of regional educational, industry, and community partners.
- Serve as an advocate for all students and facilitate smooth transitions from K-12 to post-secondary education or the workforce.
- Act as a point of contact for and collaborate with high school and community college CTE programs, Regional Directors for Employer Engagement, Centers of Excellence, and other workforce development stakeholders to build and strengthen K-14 pathways that respond to industry needs.
- Work directly with inter-segmental education partners (high schools, adult schools, colleges) and industry partners to design effective pathway articulation.
- Facilitate the analysis and use of data to identify existing pathways and gaps among K-12 and community colleges, making recommendations for further pathway development.
- Inform and support the development and implementation of college and career exploration, liaising with Local Educational Agencies (LEAs) to embed exploration within CTE courses.
- Support postsecondary transitions and completion by encouraging and facilitating intersegmental work between LEAs and Community Colleges.
- Provide technical assistance to inform the development of work-based learning opportunities. Assist in the planning, coordination, execution, and supervision of student pathway events.
- Assist in the development, management, reporting, and review of grant applications in a variety of areas.
- Attend local, regional, and state meetings, workshops, and conferences to maintain up-to-date knowledge of college and career readiness trends, credentialing, and accreditation requirements.
- Represent K-12 Strong Workforce Pathways at relevant state and federal conferences and industry events.
- Perform other related duties as assigned.

Skills, Knowledge and/or Abilities:

Skills to:

- Conduct meetings, facilitate groups, and lead professional workshops effectively.
- Define problems, research and collect data, establish facts, and develop appropriate recommendations.
- Prepare and deliver clear, structured oral presentations using current technology.
- Organize work, set priorities, manage multiple projects simultaneously, and meet established deadlines in a dynamic setting.
- Establish rapport and maintain cooperative working relationships with industry representatives, faculty, staff, students, school administrators, and the public.
- Operate a computer and utilize applicable software for word processing, spreadsheets, databases, presentations, and communication.

Knowledge of:

- K-12 and Community College Career Technical Education (CTE) systems, pathways, and programs.
- Community College organization, operations, policies, mission, and objectives.
- Career exploration methods, labor market data systems, and regional workforce development trends.
- California K-12 data collection systems and practices.
- Principles and methods of program planning, work plan administration, program review, and evaluation of outcomes.
- Public relations, group presentation, and group facilitation principles in a diverse environment.
- Correct English usage, grammar, spelling, punctuation, and sentence structure.
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and code of ethical behavior.

Ability to:

- Develop and administer a comprehensive program work plan and grant deliverables.
- Demonstrate sensitivity, cultural competency, and commitment to meeting the needs of students and community members from diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
- Communicate clearly, concisely, and effectively both orally and in writing across various audiences.
- Organize and conduct special events and student pathway activities in conjunction with internal departments and external partners.
- Travel to off-campus functions, transport presentation materials/equipment, and represent the agency at regional and state events.
- Maintain records, track grant outcomes, and prepare accurate reports for funders and governing agencies.

Responsibilities include: working under broad organizational guidelines to achieve regional program objectives; coordinating and facilitating collaborative relationships and activities among inter-segmental partners; assisting with grant budgets, work plans, and reporting systems. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is substantial opportunity to significantly impact the organization's regional educational and workforce outcomes. The physical demands of this position include sitting, standing, and walking for extended periods; operating a computer keyboard and standard office equipment; driving a vehicle from site to site to conduct work; reaching in all directions to retrieve files; and occasional lifting, carrying, pushing, and/or pulling objects weighing up to 25 pounds. The job is performed primarily indoors in a fast-paced multi-project office environment with frequent interruptions and concurrent deadlines, alongside regular travel throughout the region.

Education Required:

- Bachelor's degree from an accredited college or university is required.

Experience Required:

- Minimum of three (3) full years of full-time work experience in a lead position within a K-12 school district, county office of education, college, or university setting.
- Experience with K-14 advising, career pathway development, and/or grant administration is preferred.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.
- Ability to travel to various locations within and outside the county using personal vehicle.

FLSA Status: Exempt

August 2026

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.