

**JOB DESCRIPTION**

**Job Title:** Coordinator, College & Career Readiness (9912)

**Job Summary:**

Under the direction of the department Administrator, the College and Career Readiness Coordinator directs regional and statewide college and career readiness grants and projects. The CCR Coordinator leads organizational and regional career technical education efforts, work-based learning, and post-secondary transition efforts to advance the outcomes of students within Tulare County and the region at large. The coordinator assists and supports implementation and growth of College and Career pathways through effective leadership that supports regional workforce needs. CCR coordinator collaborates and fosters partnerships with key industries and educational organizations.

**Essential Duties:**

- Coordinate the Lead Technical Assistance Activities for the Golden State Pathways Projects grants and support Regional Technical Assistance Centers.
- Support regional, district and site College and Career Readiness Directors with the implementation of college and career programs and projects.
- Provide teachers and administrators with training to improve college and career ready pathways.
- Collaborate with local and state level College and Career Readiness leaders in the development of high-quality college and career pathways.
- Manage grant budgets and reporting processes for fiscal and operational accountability systems.
- Support the CCR Administrator in the management and coordination of budgets, events and activities related to CCR grants and projects.
- Support and coach TCOE staff and partners in the application process for state and regional grants and certification processes.
- Participate, advise and consult on College and Career Readiness aligned improvement networks and committees.
- Work with site district, county and state level administrators to assess systems that contribute to or are known barriers to increased quality CTE pathways and post-secondary opportunities.
- Serve on TCOE committees; attend County Office meetings and events.
- Participate in available and relevant professional development opportunities.
- Participate and support TCOE networks in the appropriate use of data as necessary.
- Attend, design, and deliver as appropriate, training sessions and site meetings related to assigned responsibilities.
- Act as a resource to the County Office in college and career readiness curriculum, instruction, and assessment.
- Remain current with all new assessment requirements and assessment programs.
- Designs, conducts, and facilitates professional learning for continuous improvement.
- Develops and establishes work plan procedures and processes for communication and workflow efficiency.
- Directs, supervises, and evaluates personnel for the purposes of contributing to team, department, and organizational outcomes.
- Perform other related duties as assigned.

**Responsibilities include:** working under supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 85% sitting, 5% walking and 10% standing. The job is performed under minimal temperature variations.

**Skills, Knowledge and/or Abilities Required:**

**Skills to:**

- define problems, research, and collect information, establish facts, and develop appropriate conclusions;
- apply and interpret data, facts, procedures, and policies;
- organize work, set priorities, and meet established deadlines in a dynamic work setting;
- follow complex verbal and written instructions;
- communicate effectively orally and in writing;
- appropriate use of English word usage, spelling, grammar, syntax and punctuation;
- operate a computer and assigned software programs.

**Knowledge of:**

- budgets and budgetary restrictions as they relate to college and career grants;
- curriculum, educational programs, instructional practices, and adult learning theory;
- modern office procedures and equipment;
- program and system management and organization;
- how to improve systems and processes when they are not performing at their highest level;
- proper English grammar, punctuation, and sentence structure.
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

**Ability to:**

- plan, coordinate, and facilitate collaborative relationships, activities, and services involving diverse groups of people;
- discern among various methods and programs the best path for utilizing a variety of applicable software to obtain high quality data reports;
- conduct ongoing measurement of systems improvement within the department and organization;
- design systems to identify, train and discriminate information across a region;
- maintain and foster a psychologically encouraging work environment;
- travel to various locations within and outside of the county, using personal vehicle, if necessary.

**Experience Required:**

- Job-related experience within specialized field with increasing levels of responsibility is required.
- Three (3) years of experience managing large, integrated projects with multiple partners or customers at a state or regional level.
- Three (3) years of experience in a certificated administration position or industry management experience required.

**Education Required:**

- Valid California Teaching or Pupil Personnel Services Credential is required.
- Valid California Administrative Credential is preferred.

**Other Requirements:**

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response (upon hire).

**FLSA Status:** Exempt

June 2024

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.