

Sonoma County Office of Education – Job Description

Certificated Management

PROGRAM COORDINATOR II/CAREER TECHNICAL EDUCATION

Definition:

Assist in developing Career Technical Education programs for middle and high school teachers and administrators by supporting County Office, district, site and regional staff to assess, plan, implement and evaluate career development programs throughout the county. Assist in the development of activities for teams of Career Technical Education and district core content teachers in identifying, developing and implementing appropriate use of academic, career technical, and industry based performance standards in Career Technical Education courses and assist with training administrative staff in areas of curriculum and instruction, support the Work Readiness Certificate (WRC) throughout county secondary schools and explore expanding the programs to community and alternative education programs. Perform related duties as assigned.

Distinguishing Characteristics:

Under the guidance of the Career Technical Education-Partnerships director, initiates and coordinates specific activities. Contacts with others including peers and supervisors within the department, County Office staff, district and site personnel, boards, the public and other agencies as an official representative of the County Office at meetings, workshops, trainings, presentations, special events and/or conferences. Provide a variety of instructional services to County Office, County Office classrooms, schools, districts, the county and the region.

Supervision Exercised and Received:

The Director of Career Technical Education-Partnerships provides general direction and supervision. Responsibilities may include directing classified staff as assigned.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Develop plans and strategies for teachers and administrators in implementing career development activities in middle and high schools.
- Conduct professional development activities for certificated staff and administrators on implementing the revised Career Technical Education Model Curriculum Standards and CA Common Core State Standards.
- Ensure CTE course outlines are aligned with Career Technical Education Model Curriculum Standards and CA Common Core State Standards, solicit input from industry

advisory committee members and approved by Sonoma County Office of Education's Board.

- Provide coaching and mentoring support to CTE certificated staff.
- Coordinate industry sector advisory committee meetings with industry representatives and certificated staff and industry sector core content meetings with certificated staff annually.
- Participate in industry workforce development committees.
- Recruit and coach employer sponsors, teachers, counselors and students for participation in supporting students to be college and career ready through their participation in work-based learning opportunities for students as appropriate; promotion, support and implementation of the Sonoma County Portrait of a Graduate, promote and update the Sonoma County Work Readiness Certificate throughout the County and publicize success stories.
- Develop program evaluation information regarding specific criteria and performance standards for assigned programs and services.
- Provide support to other County Office programs by participating in intra-office activities; i.e., task forces, special projects and community relations.
- Develop personal goals and objectives, which support and are consistent with the goals of the Superintendent and the County Office.
- Establish and maintain clear communication and cooperative working relationships with staff, other agencies, regional and state administrators through announcements, letters, telephone communication, attendance at meetings and site visits.
- Maintain professional competencies in areas of responsibilities; maintain contact with and participate in professional job related organizations; serve as liaison to professional groups.
- Keep informed on current trends in Career and Technical Education in order to serve as a supportive and knowledgeable resource to County Office staff, district and school personnel and others.
- Perform related duties as assigned.

Employment Standards:

Knowledge of:

- Secondary school culture, curriculum and structures.
- Curriculum planning and evaluation designs and models.
- Principles, practices, methods and strategies applicable to instruction, general curriculum, and staff development.
- Principles, practices, methods and strategies applicable to providing comprehensive and age-appropriate career development activities in a K-12 educational system.
- Theory and practice for age appropriate Career Development strategies and Career Education.
- Current research and practice in Career Development.
- Outreach programs and at-risk student learning theories.

- Theory and application of sound professional development practices and group process techniques.
- Principles and practices of modern management, including organizational development, budgeting, purchasing and information processing.
- Inter-agency relationships and effective methods of program coordination.
- Instructional techniques, material and methods for providing information, resources and training at the K-12 and professional levels.
- Federal, state and local laws, codes, regulations and requirements pertaining to areas of assigned responsibility.

Ability to:

- Support Career Technical Education curriculum and instructional program activities and services.
- Coach certificated staff in effective teaching strategies and classroom management strategies.
- Respond promptly to requests of clients, both inside and outside the County Office; provide needed direction, assistance, training, materials and resources.
- Express ideas and concepts clearly and concisely in oral and written form; use language and medium appropriate to audience.
- Establish and maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel.
- Analyze data and situation(s); render judgment, make decisions and solve problems efficiently and effectively.
- Conceptualize new ideas and approaches; integrate them into a coherent SCANS skills based vocational education program.
- Plan, organize and conduct training, in-service and staff development activities. Coordinate curriculum and instruction projects, conferences, events and activities.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.

Computer Skills:

- Basic Word Processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, use borders, and print labels and envelopes.
- Basic Database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records.
- Basic spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet, and enter text and numbers.
- Basic email skills, including the ability to send and open a file attachment.
- Basic Internet usage including the ability to use Netscape or Explorer to view web pages, use a search engine, bookmark a site, download a file; print out web pages, copy text, edit bookmarks, print web pages, and observe copyright regulations.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A degree from an accredited community college or university with an emphasis in education, vocational education, or closely related field.

Experience:

- Five years of teaching experience as a credentialed CTE teacher.
- Leadership experience with CTE teachers.

The following experience is preferred for this position:

- CTE Pathway development experience within the last 3 years.
- Experience in evaluating CTE programs based on the California Department of Education's High Quality CTE Program Evaluation.
- Experience providing professional development with a variety of instructional strategies including, but not limited to Project-Based Learning, Performance Assessment, and Work-Based Learning.

Credentials:

A valid California Administrative Services and Teaching Credential are required.

Physical Abilities:

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.

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone, and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier, and other equipment, and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Reaching and lifting up to forty (40) pounds, with assistance.
- Must have normal vision (20/20), corrected or uncorrected.

Work environment:

The following conditions may be present:

- Walking on uneven ground when outdoors.
- Exposure to student illnesses, injuries, infections and bodily fluids.
- May be exposed to chemicals contained in cleaning products.
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by the Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Other:

- Revised: November 26, 2019
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Human Resource Services