

COORDINATOR IV – COLLEGE AND CAREER READINESS

DEFINITION:

Under the direction of the Executive Director of Secondary Education, Coordinator will lead the District's College and Career Readiness programs and services to support the District's goal that every student graduating from high school is college and career ready.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Support the development, implementation and evaluation of a structured K-12 college and career readiness program.
- Collaborate with Ed Services coordinators and directors to establish college and career readiness outcome measures and include them across all curricular areas.
- Create and revise CTE courses that support current state standards.
- Serve as the liaison community colleges and 4-year colleges regarding career planning, Career Technical Education (CTE) and college readiness.
- Serve as the liaison with the ROP and with CTE curriculum leaders within the county and state and serve on advisory boards regarding CTE programs.
- Lead the writing and administration of any relevant grants, such as the Carl Perkins grant, including data collection, gathering administrator and teacher input, and facilitating meetings related to the grants.
- Coordinate and lead an annual district CTE Advisory Board, oversee the budget and provide appropriate reports.
- Manage college and career budgets for the district, maximizing impact for student learning.
- Coordinate and provide professional development for administrators, teachers and counselors on career awareness, career preparation and academic integration.
- Participate in the articulation of CTE courses via meeting with teachers, community colleges, and distributing agreements and certificates.
- Lead efforts toward increasing college and career readiness for all students, while decreasing the achievement gap.
- Provide guidance and supervise selection of instructional materials.
- Supervise the ordering, inventory and distribution of materials and equipment.
- Organize meaningful work-based learning opportunities through business/industry and community resources.
- Collect, compile and publish graduation data and other data that indicates the college and career readiness of students. This includes data from surveys, as well as PSAT, SAT, ACT and AP data.
- Create, develop and maintain a college readiness/CTE district website.
- Assist the Information Technology Department by updating course and student information to meet CalPads requirements.
- Lead any compliance monitoring, including but not limited to the Federal Program Monitoring for CTE federal programs.
- Work with school sites to develop and implement student events and activities that enhance a college and career culture, including college and career fairs.
- Perform other duties as assigned.

QUALIFICATIONS GUIDE

Knowledge of and Ability to:

- Knowledgeable and supportive of college and career readiness assessments and programs.
- Exhibit comprehensive knowledge of, and experience with effective presentation strategies.
- Communicate and collaborate effectively with diverse groups and audiences.
- Promote flexibility and resiliency through thinking critically and creatively.
- Model the IUSD core values of integrity, trust, collaboration, empowerment, and learning.
- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing college and career programs in California.
- Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff.
- Ability to collaborate with other agencies in planning and implementing effective programs, including staff and parent trainings, within established budget constraints.
- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups.
- Knowledge of state funding allocation methods.
- Ability to articulate district policies.
- Self-motivated and initiative driven.

EDUCATION/EXPERIENCE:

- Valid California teaching or other related Services credential preferred
- California Administrative Services or other related Services credential preferred
- A Master's degree from an accredited college or university is preferred.
- Possession of a valid California driver's license.
- Successful instructional and/or leadership experience within a school/district setting.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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