

# MONTEREY COUNTY OFFICE OF EDUCATION

## **PROGRAM COORDINATOR I COLLEGE AND CAREER READINESS ALTERNATIVE EDUCATION**

**CLASSIFICATION:** Classified Management  
**SALARY LEVEL:** 74  
**WORK YEAR:** 220

### **DEFINITION:**

Under the direction of the Senior Director of Alternative Education, the Program Coordinator I, College and Career Readiness, is responsible for planning, organizing, coordinating and implementing College and Career Readiness; providing services to teachers, staff and students by evaluating student graduation progress and course placement through the analysis of credits/courses; completing Individual Learning Plans that coordinate college and career pathway programs, the transition of students into post-secondary workforce training, and college-bridge programs.

### **SUPERVISOR:**

Senior Director, Alternative Education

### **POSITIONS SUPERVISED:**

Classified staff as assigned

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Collaborates with teachers and administrators to create and coordinate Career Technical Education (CTE) pathway programs
- Creates and maintains up-to-date college and career pathway information based on local workforce needs; advises students and instructors on college and career choices
- Oversees, evaluates and interprets student data, student transcripts and progress toward graduation accurately and in a timely manner
- Oversees and monitors the completion and implementation of Individual Learning Plans (ILPs) with all students; provides technical assistance to complete ILPs when needed
- Oversees and provides assistance to students, instructors, probation, and partner agency staff with career assessment, CTE digital courses and post-secondary ILP issues arising in the classroom
- Monitors student academic performance, behavior, and attendance in CTE or Community College coursework
- Participates as a member of the Case Management Team and Student Prevention and Intervention Team by providing solutions with measurable outcomes for all students

- Supports teachers in integrating College and Career Readiness Standards into general education curriculum and instruction
- Acts as liaison between school administrators and Workforce Investment, Employer Advisory Council, and local community colleges
- Assists director and administrators in negotiating, reviewing, and updating contracts and agreements with community partners
- Meets with key partnership personnel, communicating key logistical changes and improvements to programs, manages program budget and purchasing books, supplies, and testing materials
- Maintains accurate and timely records of all purchased materials, textbooks, enrollment fees, and all other allocations associated with college and career readiness
- Manages, evaluates and maintains student records and data in relationship to college and career readiness, CTE course offerings, assessment test scores and statistics, course contact hours, attendance, instructor comments, and course grades
- Assists students in the College and Career Readiness Pathway or College Bridge intake process and other events that pertain to the promotion and recruitment of students
- Monitors student academic performance, behavior, and attendance in CTE or Community College coursework
- Monitors local, state, and national initiatives and best practices in career and college transitional programs
- Coordinates staff professional development opportunities for College and Career Readiness Standards integration, and community college concurrent enrollment course integration
- Conducts a yearly College and Career Readiness Program audit to review extent of program implementation and effectiveness
- Collects and analyzes data to guide program direction and emphasis
- Measures results of the alternative school, College and Career Readiness Program activities and shares results as appropriate with relevant stakeholders
- Assists in writing annual grant applications
- Evaluates all assigned staff in accordance with the bargaining unit contracts
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

**OTHER DUTIES:**

Performs other job-related duties as required

**PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and operate bus and automobile; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), physical strength sufficient to lift 40 pounds; physical stamina sufficient to sit for prolonged periods of time, stand or walk for prolonged periods of time; physical tolerance to be exposed to dust pollen, chemicals, cleansers, petroleum products (gasoline, diesel fuel, oil); mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

## **REQUIRED QUALIFICATIONS**

### **Education and Experience:**

- Bachelor's degree from an accredited college or university
- Five (5) years work experience in the field of College and Career Pathways and Career Technical Credential

### **Knowledge of:**

- Integrating technology into the college and career curriculum, such as online resources, digital portfolios, other forms of assessment and best practices in implementing contextualized blended instruction in learning environments
- Understanding of key learning theories and methods of instruction and their relation to CTE and Pathway principles, practices, and theories
- Organizing the sequence of courses to develop CTE and Pathway
- Knowledge of effective student recruitment and retention methodologies in CTE and Pathway programs
- Knowledge of up-to-date computer software including instructional platforms, word processing, databases, spreadsheets, presentation and multimedia development, server maintenance, image processing, graphic abilities and basic programming
- Knowledge of college, university, and career entrance requirements
- Knowledge of the CA and Career Pathway System

### **Skills and Abilities:**

- Strong interpersonal and communication skills, including the use of tact and diplomacy
- Strong organizational and planning skills with attention to detail and follow through
- Ability to work with a diverse and multicultural student body
- Ability to work collaboratively and maintain effective working relationships with teachers, students, stakeholders, and staff
- Ability to maintain confidentiality of work related information and materials
- Proficiency using standard office software applications
- Proficiency using online course curriculum and platform based instruction
- Be able to listen to students interests, assist students in identifying their talents and be able to connect them to their career possibilities

### **Desirable Qualifications:**

- Master's degree from an accredited college or university
- Administrative Services Credential
- Pupil Personnel Services Credential
- Bilingual/Biliterate in Spanish

### **Licenses and Certifications:**

- Valid California driver's license with evidence of insurability