

REDLANDS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE Coordinator, College, Career and Special Programs

QUALIFICATIONS

CREENTIAL:	<u>Required</u>	Appropriate California Administrative Credential
EDUCATION:	<u>Required</u>	M.A. or M.S.
EXPERIENCE:	<u>Required</u>	Three or more years of successful teaching experience and administrative service with an emphasis in CTE.
	<u>Desired</u>	Five or more years of secondary teaching and/or counseling; one or more years of site administrative experience
PERSONAL QUALIFICATIONS:		Character, personality, and proper social ability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups, organizations, local businesses and outside agencies. A strong background in career technical education desired.

BRIEF DESCRIPTION OF POSITION

Under the direction of the Assistant Superintendent, Educational Services, the Coordinator, College, Career and Special Programs assists district leaders, site principals, counselors, and Career and Technical Education (CTE) teachers in administering, monitoring, and implementing the requirements for a quality CTE program and all grant requirements. Provides leadership and support for the staff and collaborates with administrators, instructional staff, and community members in assuring that appropriate CTE curriculum and instructional practices are occurring in all classrooms and assists principals in administration and supervising the instructional program. The Coordinator meets with CTE teachers individually and in small groups, with local, regional, and statewide members of the public involved in CTE, and professional learning communities to support implementation of CTE program requirements.

This position provides leadership in the planning, development, implementation, coordination, facilitation, and direction for assigned projects, programs, and services designed to promote success for all students that are provided at multiple schools in the District. This position is responsible for data collection, analysis, report creation, and presentations in a variety of settings regarding the assigned projects and programs; and for ensuring that all assigned projects and programs meet federal, state, and local required components. The Coordinator, College, Career and Special Programs is responsible for the daily oversight of projects activities including close monitoring and coordination with assigned staff, community agencies, business partners, and other parties involved with the projects and programs.

DUTIES AND RESPONSIBILITIES

As assessed by the Assistant Superintendent, Educational Services, the duties and responsibilities of the Coordinator, College, Career and Special Programs will be as follows:

1. Assists with and promotes high quality curriculum and instruction aligned with the California CTE Model Curriculum Standards, including, but not limited to, helping to provide a coherent sequence of CTE courses that enable pupils to transition to postsecondary education programs that lead to career pathway or attain employment upon graduation from high school.

2. Assists in providing pupils with high quality career exploration and guidance.
3. Provides for system alignment, coherence, and articulation, including ongoing and structural regional or local partnerships with postsecondary education institutions, documented through formal written agreements.
4. Forms ongoing and structural industry and labor partnerships, documented through formal written agreements and through participation on advisory committees.
5. Provides opportunities for pupils to participate in after school, extended day, and out-of-school internships, competitions, and other work-based learning opportunities.
6. Reflects regional or local market demands and focuses on current or emerging high-skill, high-wage, or high-demand occupations.
7. Works to create industry recognized credentials, certificates, and appropriate post-secondary education, or employment pathways.
8. Assists in recruiting and retaining a skilled staff and provides professional development opportunities for those teachers and faculty.
9. Responsible for the application and expenditure reporting requirements of all career technical education.
10. Assists in the application and support of related grants, including Carl D. Perkins Technical Education grant, Agricultural Career Technical Education Incentive grant, CRANE, etc. (application, budget revisions, quarterly claims, expenditure reports).
11. Promotes the CTE programs through outreach, marketing, and communications.
12. Works with CTE teachers in forming, maintaining, and growing advisory groups.
13. Participates in or leads meetings, workshops and seminars with CTE employees new to the district.
14. Assists staff in providing the best possible learning environment for all students.
15. Collaborates with others (e.g. teachers, counselors, administrators, students, parents, other District personnel, community organizations, etc.) for implementing and maintaining services and/or programs.
16. Maintains a variety of detailed records in a variety of written and electronic formats.
17. Must be able to meet and interact with employees and parents/guardians in routine situations, which requires tact, discretion, and courtesy.
18. Collaborates with other district divisions, school sites, community agencies, business partners, parents, and other stakeholders to plan, develop, and design short-term and long-range goals, objectives, and plans for the assigned projects and programs.
19. Arranges for the planning, coordination, facilitation, and implementation of project activities to meet all requirements of the projects in alignment with the District's mission, vision, and goals.
20. Provides leadership to assigned staff and organizational operations, including the supervision of assigned classified and certificated employees; appraises performance and provides required performance evaluations and conferences; provides for technical direction and guidance; and makes employment-related recommendations.

21. Develops methods for assessing and evaluating organizational effectiveness of assigned projects and programs and initiates needed changes; develops board policies and administrative regulations as needed.
22. Implements and manages policies and procedures related to the projects' and programs' requirements.
23. Identifies, plans, designs, and provides appropriate staff training and development; coordinates staff training and development with other departments and schools for certificated and classified staff; supports the involvement of parents, community, and other stakeholders with program and project components.
24. Prepares budgets for assigned projects and programs and presents rationale for budgets quarterly; monitors and compares actual expenses with forecasts; coordinates program and project staff; evaluates program and project outcomes; prepares program and project proposals, reports, and presentations in accordance with District standards.
25. Provides leadership to the development and implementation of interagency communication, coordination, and collaboration of services related to assigned projects and programs; and develops interagency agreements that facilitate more effective and efficient planning, coordination, facilitation, and implementation of project activities.
26. Serves on District-level leadership and curriculum committees and acts as a liaison and consultant to school sites and other departments regarding assigned programs and projects; represents the District by attending and participating in a variety of meetings, workshops, and conferences; plans, prepares, and presents regarding assigned projects and programs.
27. Ensures a comprehensive program for the elementary Gifted and Talented Education Students.
28. Serves as the District liaison for RIMS AVID program.
29. Supports and provides district oversight to the Alternative Education program.
30. Supports and provides district oversight to the Adult Education program.
31. Supports and provides district oversight to the Summer School program.
32. Provides support and oversight to the guidance program and meets with the counseling staff to review pertinent issues, trends, and recent legislation and requirements.
33. Responds to questions and concerns regarding assigned projects and programs from administrators, staff, parents, community, and outside agencies.
34. Maintains a professional code of ethics and collaborative work ethic; represents the District in a variety of settings and meetings in the community.
35. Assists with the management of informal and formal parent complaints.
36. Performs other duties as assigned by the supervisor.