

CLASS SPECIFICATION
Career and Technical Education Coordinator

FLSA Status: Nonexempt
EEOC Job Category: Paraprofessionals
Union Representation: Represented

GENERAL PURPOSE

Under general supervision, coordinates, organizes and oversees the day-to-day operations of assigned Career and Technical Education (CTE) Special Programs, including Perkins VTEA and Tech Prep Programs, SB70 programs and other CTE related programs; implements and assists in evaluating program plans, budgets, procedures and supporting program promotional materials; interacts extensively with faculty, student/participants, outside agency representatives, District management and staff and others; and performs related duties as assigned

DISTINGUISHING CHARACTERISTICS

The CTE Coordinator coordinates organizes and oversees the day-to-day operations of assigned CTE Special Programs, including Perkins VTEA and Tech Prep Programs and SB70 programs. Work requires demonstrated organizational, administrative and communications skills, experience in CTE program delivery, policy development and interpretation and general knowledge about specific industries related to program areas and served populations. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Coordinates, organizes and oversees the day-to-day operations of assigned CTE Programs including Perkins VTEA and Tech Prep programs, SB70 programs; plans, coordinates, implements, monitors and assists in evaluation of operational procedures and activities; develops and recommends program policies and operating and administrative procedures; plans, organizes and implements work activities to meet established program goals and objectives; ensures program compliance with all applicable District requirements; trains and provides work direction to designated staff.
2. Serves as liaison with external agency representatives involved with CTE related projects; LBUSD, Business & Industry, WIB, Community Agencies.
3. Assists in identifying and tracking CTE funding opportunities and responsible for assisting in writing project proposal submissions; tracks and maintains accurate fiscal records that meet governing regulations; researches and assists in development and maintenance of program budgets and tracks program expenditures; assists in planning program deliverables and developing supporting budget and personnel structures.
4. Produces, updates, maintains and submits a variety of comprehensive, accurate and specialized program reports which involve manipulation, analysis and interpretation of complex and technical

information for financial reports, performance summary and accountability reports, quarterly and year-end reports, and personnel reports.

5. Coordinates provision of District and external services required by grant guidelines for participation with other community colleges and participating LBUSD schools in our District.
6. Performs administrative duties to ensure program reports, records and other materials are complete and maintained according to pertinent laws, regulations and contracts and District policies and procedures; organizes and compiles information for, completes and maintains Program reports, forms and logs.
7. Works with staff to ensure a high performance, customer service oriented work environment which supports achieving programs, District objectives and service expectations; participates in programs and activities that promote a positive employee relations environment.
8. Plans, organizes and conducts program outreach and promotional activities; uses knowledge of CTE to make formal and informal presentations to internal and external groups; develops and distributes marketing and other materials, including flyers; responds to follow-up requests for information; coordinates and/or performs orientation activities.
9. Plans, organizes and executes special events and workshops for student/participants; determines and secures event locations; makes set-up, scheduling or other pertinent arrangements; identifies and coordinates with event presenters and others involved.

OTHER DUTIES

None.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of planning, coordination, organization and implementation of CTE/Workforce Development programs; and grant/program funding guidelines/regulations for state, federal and foundation grants.
2. District policies and procedures related to assigned areas of responsibility.
3. Local economy and labor market trends.
4. Government and community resources available to student/participants.
5. CTE Program contract provisions and requirements.
6. Research methodologies and data analysis techniques to assist in grant writing and report development.
7. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.

8. Basic methods and practices of public outreach and involvement, including marketing techniques and practices.
9. Principles and practices of sound business communication.
10. Standard business software, including word processing, data base and spreadsheet programs to access and enter data accurately and to develop assigned records, reports and other documents.

Ability to:

1. Plan, organize, coordinate, implement and evaluate daily operations, activities and services of a community college CTE programs.
2. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials and to collect, evaluate and interpret appropriate and applicable data, either in statistical or narrative form and create required reports.
3. Coordinate program activities with multiple stakeholders to ensure agreement and consensus.
4. Oversees maintenance of confidential and specialized program and student/participant records and files
5. Apply sound, creative problem solving techniques to resolve difficult program issues and problems.
6. Track and interpret relevant legislation affecting program areas of responsibility
7. Competently use research tools and methodologies.
8. Understand, interpret, explain and apply program contracts, laws, regulations and policies applicable to assigned program responsibilities.
9. Understand, interpret and respond to internal and external customer needs and expectations.
10. Prepare clear, concise and comprehensive reports, correspondence and other documents.
11. Communicate effectively orally and in writing to both internal and external program stakeholders.
12. Ensure the maintenance of all required program files, records and documentation.
13. Exercise sound, independent judgment and initiative within established guidelines.
14. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
15. Establish and maintain effective working relationships with District management, administrators, staff, faculty, students, outside employer-partners; representatives of other agencies, the public and others encountered in the course of work.
16. Operate a computer using word procession, database and other business software as well as standard office equipment.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is Bachelor's degree; and at least two years of progressively responsible experience in employment and training programs,

at least one of which involved responsibilities for program planning and implementation; or an equivalent combination of training and experience in a field related to career and technical education.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear both in person and by telephone; and use hands to finger, handle and feel computers and standard business equipment. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this job, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret people and situations; perform work on multiple concurrent tasks with constant interruptions, and interact with participant/students, outside agency contacts; off-site employer representatives; District management, staff, the public and others encountered in the course of work.

WORK ENVIRONMENT

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

An employee works under typical office conditions, and the noise level is usually quiet.