



TITLE	CLASSIFICATION	SALARY GRADE
COORDINATOR, CAREER TECHNICAL EDUCATION (CTE) AND OUTREACH	CLASSIFIED	GRADE: O
BOARD POLICY REFERENCE: 2014/15 Classification Review		

JOB DESCRIPTION:

Under direction, serves as a liaison between the District, local high schools and the Sonoma County Office of Education (SCOE) facilitating faculty engagement programs to achieve curriculum alignment and the development of articulation agreements; collaborates with District and high school faculty members to support annual implementation of Credit by Exam procedures for articulated courses; prepares promotional materials and develops, coordinates, and conducts outreach presentations for the District's Career Technical Education (CTE) programs to diverse audiences; and performs related work.

SCOPE:

The Coordinator, Career Technical Education and Outreach, facilitates and documents the development of articulation agreements and oversees implementation of the District's Credit by Exam procedure at area high schools. The Coordinator serves as the single point of contact in collaboration with postsecondary partners for coordination of CTE program presentations.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversees exchange of curricula; coordinates and conducts meetings between high school and SRJC faculty with the objective of aligning curriculum.
2. Facilitates the development of new articulation agreements between SRJC and high schools located in the greater region to establish concurrent enrollment or Credit by Exam opportunities.
3. Maintains documentation and currency of existing high school-SRJC articulation agreements in conformance with the Statewide Pathways initiative models.
4. Oversees the process of conducting Credit by Exam at high school sites; monitors SRJC student applications; collaborates with Admissions and Records staff to enroll high school students into Credit by Exam sections.
5. Plans, organizes, and coordinates communications and meetings.
6. Maintains professional and collaborative relationships with Sonoma County Office of Education (SCOE), secondary school faculty and District staff.
7. Regularly interacts with high school students, parents, faculty, counselors, and college faculty.
8. Tracks student enrollment and outcomes and develops reports demonstrating aggregate outcomes.
9. Attends District CTE advisory committee meetings; delivers reports on status of high school articulation and Credit by Exam outcomes.
10. Maintains currency of the college's High School Career Pathways web site; documents and disseminates all career pathway and articulation agreements.
11. Designs and delivers presentations, in both English and Spanish, about CTE programs and services at multiple venues in the region.

KEY DUTIES AND RESPONSIBILITIES (Continued):

12. Develops and disseminates English/Spanish videos and other digital/print media marketing products featuring the District's CTE programs.
13. Collaborates and supports outreach efforts on behalf of the District's various CTE program initiatives and instructional departments.

EMPLOYMENT STANDARDS

ABILITY TO:

Communicate effectively in English and Spanish, both verbally and in writing, with an emphasis on public speaking to diverse audiences; maintain cooperative working relationships; facilitate connections and collaboration among various constituents; maintain attention to detail with a global perspective; work independently with a minimum of supervision; take initiative and manage multiple priorities; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Career Technical Education program initiatives and best practices, state standards for secondary schools; high school articulation; current District's student application and enrollment/concurrent enrollment processes and procedures; community college curriculum standards, student learning outcomes, assessment, and Credit by Exam policy and procedures; related federal and state regulations; emerging technologies, standard office productivity software and Adobe Acrobat, Photoshop, HTML, and teleconferencing equipment.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree.

Preferred Education:

Bachelor's degree in Communications, Marketing, or related discipline.

Experience:

Increasingly responsible experience involving outreach and event coordination in a field related to career technical education.

Preferred Experience:

Previous experience with video editing and website maintenance software.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record. Incumbents may be required to obtain District certification to drive 12-passenger vans.

PHYSICAL REQUIREMENTS:

Position requires frequent travel to various area high schools, organizations, and community agencies. Ability to lift up to 50 lbs. unassisted.