

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE - COMPTON COLLEGE**



CAREER TECHNICAL EDUCATION CAREER PATHWAYS COORDINATOR

**APRIL 2017
FLSA: EXEMPT**

This position is a 12-month CTE Career Pathways Coordinator position funded by Strong Workforce Program LA County Regional dollars and is contingent on performance and available funding.

DEFINITION

Under general direction of an assigned administrator, the Career Technical Education (CTE) Career Pathways Coordinator will be responsible for Strong Workforce Initiatives performs specialized duties related with planning, development, targeted marketing, and implementation of grants and some projects related to clearly defined audience/community, industry, K-16 Career Pathways and Strong Workforce Initiatives. The Career Technical Education Career Pathways Coordinator may exercise technical or functional direction over lower-level staff and student workers as a regular part of their work routine and is required to be fully trained in all procedures related to the assigned functional area.

The Career Technical Education Career Pathways Coordinator provides assistance for a wide variety of assignments related to the development and implementation of CTE program-related projects and services; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management or supervisory staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This position will support the facilitation of expanding and improving CTE programs, working with CTE Divisions and faculty to serve as a liaison with industry and building marketing and industry partnerships. Career Technical Education Career Pathways Coordinator will perform the most complex, specialized, and responsible types of duties assigned, exercising a high level of independent judgment and initiative. Increasing Career Pathways, K-14 Articulation and high school Dual Enrollment opportunities. Participating in and/or facilitating local and regional professional activities, campus and industry tours,

meetings, potential internships, pre-apprenticeship opportunities, support/collaborate with faculty to curriculum efforts, and participating on campus, local and regional committees is expected. Develop and build relationships with Adult Education programs, K-12, universities, businesses, workforce agencies and other groups will also be included. This individual will support activities related to K-12 and Adult Education Career Technical Education.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Communicate educational and career information to a diverse student body regarding Career Technical Education program certificates, degrees and transfer requirements, industry certifications, including how to succeed in college and the workplace;
- Assists K-14 students, teachers and counselors in developing career pathway skill awards, certificates, associate degrees and transfer related requirements and communicating them in written and computerized format;
- Maintains current knowledge of local workforce trends regarding current and future employment; Develops and conducts in-service training for assigned program personnel.
- Support and document activities through local, regional, state and federal systems related to Career Pathways, Articulation and Dual Enrollment.
- Coordinates outcome measures of Career Technical Education categorical programs with college Institutional Research for Launch board data documentation;
- Develops, interprets, and applies applicable grant regulations, policies, and procedures;
- Compiles, analyzes, and presents narrative, statistical, and financial reports and makes recommendations as appropriate;
- Works with Career Technical Education program faculty and appropriate administrators to assess labor market data supplied by the CCCCO Center of Excellence and other sources and drafts plans to address current and projected supply gaps;
- Serves as the information source for faculty and staff regarding the Chancellor's Office Strong Workforce Taskforce recommendations and objectives;
- Helps determine appropriate uses of funds, within state and federal grant guidelines;
- Prepares reports, as required by grants;
- Assist with the coordination of CTE related activities for students and staff;
- Design/implement programs for staff development related to grant outcomes;
- Administers a comprehensive program of student outreach and recruitment services for prospective students from area K-12 & Adult school districts;
- Acts as the Liaison for all local, regional and state grants and projects related to K-16 Career Pathways, Articulation and Dual Enrollment in collaboration with Instructional and Student Services;
- Assists with Career Pathways grants operating budgets; budget allocation, procurements, licenses, contracts, and financial accounting as appropriate;
- K-12 and Adult Schools, are the focus of the position:

- ✓ Develops and directs programs to inform K-12 & Adult students, teachers, counselors, parents, and the public about educational opportunities available at the college;
- ✓ Participates in on/off-campus student outreach and recruitment activities related to K-16 Career Pathways, including pre-enrollment advising, application workshops, college presentations, campus tours, campus visit programs, outreach conferences, college fairs, and other support services;
- ✓ Serves as a liaison to area K-12 school district personnel; fosters positive working relationships with faculty, staff, and administrators in area schools; promotes the college throughout the community;
- ✓ Coordinates with Student Services in advising and support services designed to facilitate course registration for concurrently enrolled high school students; collaborates with instructional divisions to develop and coordinate course offerings at area high schools;
- ✓ Oversees the design and distribution of student outreach publications and informational materials for prospective students, community members, school district personnel related to Career Technical Education Programs, and industry.
- ✓ Coordinates special projects as assigned.
- ✓ Targeted marketing and communications with local high school CTE faculty and counselors.
- ✓ Identify viable local area employers for pre-apprenticeships, apprenticeships, internships and job placement opportunities.
- ✓ Networking industry partnerships to incorporate in the CTE Advisory committees by providing specific program feedback, industry field trips, classroom visits by industry professionals.
- ✓ May participate and assist in the administration of the assigned office; may organize and coordinate activities associated with the office; may recommend organizational or procedural changes affecting support activities.
- ✓ Develop partnerships to include non-traditional student and employer participation.
- ✓ Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- ✓ Personnel and budget management principles, procedures, and strategies.
- ✓ Principles and methods of program planning including program review and the development and evaluation of student learning, service area, or program learning outcomes.
- ✓ Public relations, group presentations, and effective communication in a multicultural environment.
- ✓ Student advisement, public speaking, workshop development, and group facilitation principles and practices.
- ✓ Community college Career Technical Education Programs.

Ability to:

- ✓ Develop and administer a comprehensive program work plan, budget and outcomes and participate in the development of goals, objectives, policies, procedures, and work standards for assigned programs.
- ✓ Establish and maintain collaborative working relationships with industry, faculty, staff, students, and the public.
- ✓ Experience building coherence between the work of teachers, counselors, and administration.
- ✓ Be sensitive and committed to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population.
- ✓ Track student progress and trigger targeted and necessary interventions.
- ✓ Use computer software for word processing, spreadsheets, databases, and presentation software.
- ✓ Communicate clearly, concisely, and effectively both orally and in writing with industry, students, staff, faculty, outside agencies, and the public.
- ✓ Maintain integrity of confidential information relating to students, staff, or district patrons.
- ✓ Travel to off-campus functions and transport presentation materials and equipment.
- ✓ Maintain a calendar of outreach events and coordinates recruitment activities with other college personnel.
- ✓ Plan, organize, and conduct special events in conjunction with other college departments and programs.
- ✓ Serve on campus committees and attends instructional and student services meetings, and local, regional or State Career Pathway grant meetings, as needed.
- ✓ Represent the college at relevant state and federal conferences and industry events.
- ✓ Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- ✓ Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, business, finance, or a related field, and two (2) years of increasingly responsible experience related to the duties of the assigned program.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; copier, printers, software programs, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This classification primarily works indoors and requires frequent standing in and walking between work areas.

Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and shelve materials. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.