

CTE-LINKED LEARNING COORDINATOR

DEFINITION

Coordinates and performs administrative functions in support of CTE-Linked Learning programs, activities, and requirements pertaining to CTE – Linked Learning Funds and Grants.

TYPICAL DUTIES

- Coordinates, manages, and plans the Career Technical Education (CTE) pathway self-assessment and work plan with school personnel.
- Assists with coordinating the budget and procurement of assets and services acquired using various CTE and Linked Learning funds and grants for career pathways.
- Conducts employer outreach by networking amongst the local and regional employers, CTE-Linked Learning intermediary partners, and other organizations to continuously develop Industry Advisory Boards.
- Assists with preparing and verifying required internship/work experience forms and documentation and ensuring forms are submitted to the Work Experience Office and employer for each student.
- Conducts needs assessments and develops plans to support school sites in successfully implementing the 12 elements of a high quality CTE program and the Linked Learning certification standards.
- Monitors grant budgets and expenditures and ensures compliance with CTEIG, Strong Workforce Program (SWP) grants and Perkins grants.
- Assists teachers in creating and disseminating marketing materials for their CTE and Linked Learning programs to feeder middle schools, post-secondary institutions, and the community.
- Provides work readiness training to students such as through resume building, mock interviews, etc.
- Conducts research and recommends available industry recognized certifications and licenses to school sites for students to obtain based on identified student interests.
- Conducts professional development for CTE teachers regarding current labor market data, non-traditional careers, post-secondary training, and employment options for students.
- Develops research materials and collects data pertaining to certifications, internships, post-secondary training, college enrollment, and employment.
- Provides assistance to career pathway partners and staff to develop and implement work-based learning and/or dual enrollment opportunities for students.
- Assists teachers and counselors in data collection on MiSiS.
- Coordinates and organizes student visits to District partnered colleges and industry sites and District sites with industry practitioners and CTE community college representatives to identify locally available career pathways, credentials, and certifications for students wishing to advance in the industry.
- Coordinates recruitment of new CTE teachers and assists with onboarding and retention.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A CTE-Linked Learning Coordinator coordinates and supports CTE and Linked Learning pathways and related activities within a CTE-Linked Learning unit.

A CTE-Linked Learning Program Supervisor supervises a unit involved in the CTE-Linked Learning initiative and leads the communication and processes of CTE-Linked Learning classified personnel.

SUPERVISION

General supervision is received from a CTE-Linked Learning Program Supervisor or an administrator. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Industry area of responsibility
- Project management methodology
- Current and future trends relating to industry pathways
- Basic procedures, methods, and techniques of procurement and budget preparation and control
- Grant terms and conditions
- Principles of public relations
- Microsoft Office (Word, Excel, Outlook, PowerPoint, Access)

Ability to:

- Investigate and understand common administrative and budgetary problems
- Analyze problems and communicate and implement solutions
- Review and implement detailed project management plans and manage project process
- Interpret and explain project budgets
- Plan and organize work to meet deadlines
- Work effectively with District personnel, representative of other organizations, and the public
- Foster collaborative partnerships
- Coordinate and participate in multiple projects
- Prepare clear, concise reports, and make recommendations
- Communicate effectively both orally and in writing
- Exercise tact and good judgment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with an associate's degree or completion of 60 semester units or 90 quarter units from a recognized college or university. Qualifying experience in addition to that listed below may be substituted for the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

Three years of experience planning, coordinating, executing, and monitoring project activities. Experience in a career or workforce development setting is preferred.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
06-01-23
MCV