

**SAN MATEO COUNTY OFFICE OF EDUCATION
COORDINATOR, CAREER AND TECHNICAL EDUCATION (CTE)**

JOB SUMMARY:

Under the direction of the Career and Technical Education (CTE) Director, the Career and Technical Education (CTE) Coordinator will plan, coordinate, and implement activities that support Career and Technical Education within San Mateo County schools and districts to include college and career readiness initiatives. The Coordinator will facilitate diverse opportunities for collaboration and provide on-going professional development. The Coordinator will provide partners with technical assistance encompassing CTE Credentialing, strategies for sustained funding, and assistance with data reporting. The CTE Coordinator will also work with community colleges supporting the alignment of high school CTE pathways including dual enrollment courses, articulation agreements, and new course development.

ESSENTIAL DUTIES:

- Using a personalized approach, assist district-level CTE Coordinators with planning that grows, enhances, and expands CTE courses;
- Monitor instructional standards as defined by the CA Department of Education, the San Mateo County Office of Education, and partner school districts;
- Support districts in their efforts to improve the educational effectiveness of CTE instruction; develop and implement strategies and training activities to enhance student learning;
- Assist school districts with the design, development and implementation of professional development systems as required;
- Encourage and support CTE Coordinators to offer innovative CTE programs in their districts;
- Compile, review and analyze a variety of technical data and information related to various funding streams: LCAP, CBEDS, Carl Perkins, CCPT, SB1070, Strong Workforce Program, Prop 51, CTEIG, and others;
- Compile and review CALPADS and CBEDS data to prepare and maintain a variety of records and reports related to professional development, training, budgets, financial activity, meetings, grants, and assigned duties;
- Research, obtain, and maintain grants and other funding sources for assigned programs and school support services; prepare proposals and assist with developing and maintaining contracts as required;
- Serve as a liaison and coordinate communications, activities, and information related to CTE programming to include the CTE Director, County Office of Education staff, school districts, and community colleges;
- Support the alignment work of the high school level CTE pathways in conjunction with the community colleges;
- Assist CTE teachers in developing industry advisory boards;
- Support districts to collect, analyze, report, and act on data and other forms of evidence that measure program effectiveness;
- Attend and participate in a variety of meetings, seminars, in-services, and conferences as directed;
- Present materials and information concerning CTE and related services;
- Provide assistance in coordination of meetings, conferences, and special events and activities;
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Principles, standards, practices, strategies, and procedures involved in enhancing student learning and achievement;

- Practices, procedures, and techniques involved in the development and implementation of professional development activities;
- Curriculum standards, interpretation, and application in assigned subject or instructional area. Instructional techniques and strategies related to assigned subject area or program;
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of County students. Local, state and federal standards and requirements governing assigned subject or instructional area. Policies and objectives of assigned programs and activities;
- Basic budget preparation and control;
- Applicable laws, codes, regulations, policies, and procedures;
- Current research into effective teaching and learning for students and adults;
- Current rules surrounding the regulatory systems of CTE.

SKILLS AND ABILITY TO:

- Plan, organize, coordinate, and implement the educational services, training activities, instructional resources, and support functions of an assigned subject or instructional area for local school districts to enhance student learning and achievement;
- Provide consultation and technical assistance concerning assigned subject or instructional area including, standards, requirements, principles, practices, techniques, and procedures;
- Design, develop, implement, and conduct training and professional development activities for faculty, staff, and administrators concerning assigned subject or instructional area;
- Facilitate groups in planning, problem-solving, and decision-making;
- Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds;
- Prepare and deliver oral presentations;
- Develop and implement strategies and training activities to enhance educational effectiveness and student learning related to assigned subject or instructional area in local school districts;
- Coordinate activities to enhance faculty and administrative understanding of educational practices, curriculum standards, and instructional strategies;
- Interpret, apply, and explain laws, codes, regulations, policies, and procedures;
- Oral and written communication skills;
- Interpersonal skills using tact, patience, and courtesy;
- Operation of a computer and assigned software.

REQUIRED QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Master's degree from an accredited college or university in education or related field
- Minimum of five years of teaching experience in Career and Technical Education courses

LICENSES AND OTHER REQUIREMENTS:

- Valid California Teaching Credential authorizing teaching at the secondary level and/or a designated subjects vocational credential or CTE credential at the high school and adult level
- Valid Administrative Services Credential or meet the criteria and enroll in a University program which grants the Administrative Intern Credential

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor work environment
- Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Ability to operate a computer
- Ability to gather, read, and understand informational text
- Sitting or standing for extended periods of time
- Communication skills that enable the exchange of information and ability to make presentations