

**SAN MATEO COUNTY OFFICE OF EDUCATION
COORDINATOR, CAREER TECHNICAL EDUCATION, STEM**

JOB SUMMARY:

Under the direction of the Executive Director, College, Career and Secondary Education, the Coordinator for Career Technical Education, STEM will plan, coordinate, and implement activities that support Science, Engineering, Computer Science, Health, and STEM-related Career and Technical Education within San Mateo County schools and districts to include college and career readiness initiatives. The Coordinator will facilitate opportunities for collaboration and provide on-going professional development. The Coordinator will provide district partners with technical assistance and coordination to support ongoing Career Technical Education pathway integration work in San Mateo County Schools.

ESSENTIAL DUTIES:

- 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 data-driven 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 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 dual enrollment programming to support alignment between middle and high schools and high schools and 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;
- Coordinate 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 career technical education and the K12 strong workforce program.

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;
- Show strength in oral and written communication skills;
- Show strength in interpersonal skills using tact, patience, and courtesy;
- Operate of a computer and assigned software, apps and run and administer multiple commonly use apps such as zoom, google, outlook, etc.

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 science, computer science, engineering and or CTE-related subjects the support STEM.
- Minimum of three years working in school administration or other qualifying leadership positions in the K – 12 public school system.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Teaching Credential authorizing teaching at the secondary level and/or a valid CTE credential in a field such as science, computer science, engineering or another STEM-related field.
- Valid Administrative Services Credential or meet the criteria and/or enrollment in a program

that grants the Administrative Intern Credential

ENVIRONMENT:

- Indoor work environment
- Limited flexibility to work remotely as determined by Executive Director and guided by agreements of the San Mateo County Office of Education
- Driving a vehicle to conduct work