

**SAN MATEO COUNTY OFFICE OF EDUCATION
COORDINATOR K12 STRONG WORKFORCE PROGRAM, STEM**

JOB SUMMARY:

Under the direction of the Executive Director, College, Career and Secondary Education, the Strong Workforce Program, STEM Coordinator will plan, coordinate, and implement activities that support Science, Engineering, Computer Science, Health, K12 Strong Workforce Program Grants and 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 district partners with technical assistance and coordination for the K12 Strong Workforce Grants as well as technical assistance to support ongoing Career Technical Education pathway work in San Mateo County Schools. The Coordinator will work alongside the Coordinator of Career Technical Education, STEM to assist and support are subjects related to science, engineering, computer science, health, or other highly technical subject areas.

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 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;
- Coordinate conferences, and special events and activities;
- Support, manage and lead multiple K12 Strong Workforce grants (see below)
- 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.

STRONG WORKFORCE GRANTS:

The K12 Strong Workforce Grants seeks to improve the performance of the K14 CTE programs within her/his service area as measured by the CTEIG, K-12 SWP Metrics and guided by the K14 Pathway Quality Rubric. This is done through: providing direct support to, and helping to link and align the program development efforts funded by CTEIG, K-12 SWP and Community College Strong Workforce Program investments in the service area; through drawing attention to and engagement with labor market and program performance information and the region's workforce development plan; and through coordination with other regional key talent including the K-14 TAP, Regional Directors for Employer Engagement, the Centers of Excellence, Guided Pathway Regional Coordinators, and the Regional Consortium.

The following are the minimum required objectives for this job; others may be added to meet project objectives.

1. Act as a point of contact for and work with high school and community college CTE programs, Regional Directors for Employer Engagement, the Centers of Excellence and other workforce development stakeholders to effectively and efficiently engage employers and industry representatives with the intent of building and strengthening K14 pathways that respond to industry needs and facilitating industry connections with K–14 career technical education programs.
2. Provide technical assistance to inform the development and implementation of CTE curriculum. Support faculty collaboration to ensure sequential CTE courses align with regional post-secondary pathways.
3. Facilitate the use of data to identify existing pathways and gaps among K12 and community colleges and help make recommendations for furthering pathway development.
4. Inform and support the development and implementation of college and career exploration. Liaise with LEAs to ensure college and career exploration are embedded within CTE courses.
5. Support postsecondary transitions and completion. Encourage and facilitate the intersegmental work between LEAs and Community Colleges.
6. Provide technical assistance to inform the development of work-based learning opportunities.

REQUIRED ACTIVITIES

1. Engagement with the Regional Consortia

- a. Regular engagements with Regional Consortia Chair, K14 TAP, Regional Directors for Employer Engagement and other Technical Assistance Professionals associated with the work to ensure consistent reporting and accountability.
- b. Collaborate with other grant funded programs as necessary; provide leadership for other related grant programs as required.
- c. Participation in the region’s annual process for developing and revising its regional plan.

2. Partnerships with Local Education Agencies

- a. Support connection with partner K12 administrators, counselors, and teachers.
- b. Provide support for CTE faculty at the high school campuses and build connections with academic deans at San Mateo Community College District.
- c. Establish and maintain positive relations with SMCCCD, district offices, high schools, county offices of education, community groups and other related agencies.
- d. Collaborative with staff, faculty, and administrators to achieve established goals and objectives for all programs within the areas of responsibility.
- e. Serve as a liaison for K14 CTE programs and services between SMCCCD, districts, high schools, students, parents, administrators, staff, faculty, the public and others; assure proper and timely resolution of issues and conflicts.
- f. Keep abreast of educational and student support programs to provide accurate and timely information about the college.
- g. Work with LEAs to increase knowledge and use of labor market data

3. Data Use and Assessment

- a. Facilitate the use of data to identify existing pathways and gaps among K12 feeder districts and help make recommendations for furthering pathway development.
- b. Collaborate closely with technology services to ensure proper data collection and reporting;
- c. Assist LEAs and community colleges with using Cal-PASS Plus to assess student’s transitions from K12 to community college.
- d. Identify and use indicators to self-assess.

- e. Collaborate with the office of Research, Planning and Institutional Effectiveness to develop and monitor appropriate tracking tools to measure student success;
- f. Identify and use data to review K14 pathway development and implementation.
- g. Generate statistical data reports and prepare and maintain records and reports related to K14 CTE programs, services, grants, and enrollment; submit mandated reports; assure timely completion of required paperwork.

4. Dissemination of Model Pathways and Curriculum

- a. Assist K12–community college network development by identifying, documenting, and disseminating examples of emerging, promising, and best practices for pathway development and pathway improvement initiatives.
- b. Assist in facilitating collaboration between high school and community college CTE faculty.
- c. Participate in relevant CTE advisory committee meetings.
- d. Plan and implement training and professional development for local districts and schools.

5. College and Career Exploration

- a. Participate in on/off-campus student outreach and recruitment activities in coordination with the CTE High School Liaison, Career Center, and Outreach Office, related to K-14 career pathways, including pre-enrollment advising, application workshops, college presentations, campus tours, campus visit programs, outreach conferences, college fairs, and other support services.

6. Post-Secondary Transition and Completion

- a. Encourage high-quality implementation and expansion of early college credit in coordination with the Dual Enrollment Administrators.
- b. Coordinate with SMCCD Office of Outreach to support a comprehensive program of student outreach and recruitment services for prospective students from feeder K-12 school districts.
- c. Coordinate with Student Services in advising and support services designed to facilitate course registration for concurrently enrolled high school students; collaborate with instructional divisions to develop and coordinate course offerings at area high schools.
- d. Develop and direct programs to inform K-12 students, teachers, counselors, parents, and the public about pathway opportunities available at partnering community colleges.

7. Work-Based Learning

- a. Engage local support from industry and local workforce development agencies for implementation of CTEIG and K12 Strong Workforce Program to promote relevance and value of education pathways for students' career preparation.
- b. Coordinate industry and workforce development outreach efforts with the K14 Technical Assistance Providers, California Community College Regional Directors and State Department of Education Industry Sector Leads.
- c. Support implementation of career exploration curriculum, such as California Career Zoe and Earn and Learn

8. Coordinate with Statewide, regional and local development and distribution of student outreach publications and marketing communications to prospective students, school district personnel, and community members.

9. Perform other duties as assigned.

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 that support technical skills in 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 other STEM-related area.
- Valid Administrative Services Credential or enrollment in an Administrative Services Credential program.

ENVIRONMENT:

- Indoor work environment
- Driving a vehicle to conduct work