

DISTRICT COORDINATOR, COLLEGE AND CAREER READINESS**DEFINITION:**

The College and Career Readiness Coordinator will lead to improve the District's College and Career Readiness programs and services to support the District's goal that every student graduating from high school is college and career ready.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support the development, implementation and evaluation of a structured K-12 college and career readiness/awareness program.
- Collaborate with Ed Services Coordinators and Directors to establish college and career readiness outcome measures.
- Serve as a liaison with community colleges and 4-year colleges regarding career planning, Career Technical Education (CTE) and college readiness. Serve on community college advisory boards regarding their CTE programs.
- Assist with the writing and administration of the Carl Perkins grant including data collection, gathering administrator and teacher input, and facilitating meetings related to this grant. Coordinate and lead annual district Advisory Board, oversee the budget and provide appropriate reports. Write and direct other grants related to college and career readiness.
- Oversee selected programs (Project Lead the Way, AVID) and various site-based academies to ensure effective functioning. Monitor and assist with compliance requirements for each program.
- Coordinate and provide professional development for administrators, teachers and counselors on career awareness, career preparation and academic integration.
- Serve as the liaison with CTE Curriculum Leaders and AVID site coordinators. Create and revise CTE courses that support current state standards.
- Participate in articulation of CTE courses via meeting with teachers, community colleges, and distributing agreements and certificates.
- Collect, compile and publish graduation data and other data that indicate the college readiness of high school seniors. This includes data from surveys such as PSAT, SAT, ACT, AP, and IB that show the level of achievement of high school students.
- Create, develop and maintain a college readiness/CTE District website.
- Assist the Information Technology Department by updating course lists, meeting CalPads requirements. Coordinate information for the CalPads system to track students continuing to post-secondary education.
- Lead the Federal Program Monitoring for CTE federal programs, which is on cycle every 3 years.
- Work with school sites to develop and implement student events and activities that enhance a college and career school culture.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Career and college readiness assessments and programs; data collection methods; current literature relating to College and Career Readiness; Model Curriculum Standards for Career Technical Education; effective course development and grant requirements.

Ability to:

Provide a college and career readiness program; prepare and present information in small and large group settings; communicate effectively, both orally and in writing; establish and maintain records, utilizing District systems; establish and maintain effective working relationships.

Experience:

Successful leadership experience in course development, grant administration and professional development; teaching experience highly desired.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

Physical Performance Requirements:

There will be frequent sitting much of the time including some standing, walking, bending, stooping, squatting, and twisting. Lifting of supplies and other work related materials are occasionally involved. Weight of materials will vary, but will generally be less than twenty pounds.

Licenses/Credentials:

Valid California Administrative Services Credential; and possession of a valid California driver's license.

Board Approved: June 11, 2015

Revised; Board Approved June 25, 2015

Revised: Board Approved June 23, 2016