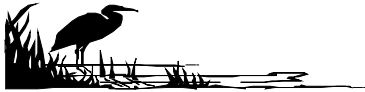


RIVER DELTA UNIFIED SCHOOL DISTRICT

SCHOOL TO CAREER COORDINATOR



DEFINITION

Under direct supervision of Assistant Superintendent of Educational Services, responsible for planning, organizing, and coordinating curriculum development and improvement, implementing, and maintaining the CTE budget, and overseeing other Career Technical Education budgets and programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant Superintendent of Educational Services.

DUTIES

Essential Functions:

1. Direct and coordinate all components involved in the implementation and operation of the CTE program at all the school sites.
2. Work cooperatively with the school site principals, CTE teachers and Ed services to support full implementation of pathways and projects goals.
3. Coordinate the staff development with ed services support as it relates to the CTE related instruction project and maintain all required staff development records.
4. Maintain and-implement and request needed revisions to the CTE budgets, including site monies with appropriate written justifications, certifications, and budget printouts.
5. Work closely with the Business Department on budget adjustments and revisions as applicable to the various grants.
6. Complete all required CTE forms and reports.
7. Direct and manage the purchase of classroom and program equipment and supplies.
8. Coordinate the ongoing planning and evaluation of the CTE program, including advisory meetings and business partnership meetings.
9. Coordinate or arrange with site staff CTE funded conferences and field trips and maintain documentation including trip requests, substitute requests, conference requests, projected expenses, and conference reports.
10. Develops and maintains close liaison with business and industry in development of new courses, labor market information, and establishing internship opportunities.
11. Develops and maintains close liaison with community college personnel as required to implement projects, such as articulation and alternative credit.
12. Monitor the progress of unduplicated students who are enrolled in CTE pathway to ensure pathway completion.
13. Analyze and utilize parent feedback from the annual survey to determine the needs of students enrolled in CTE pathways, especially those in the unduplicated student groups.
14. Assess and adjust CTE-related enrichment opportunities to meet the needs of the student in the unduplicated student groups.
15. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Knowledge of Agriculture and various educational pathway programs in the secondary setting.
Strong analytical communication and program management skills.
Good record keeping and report writing skills.

Ability to:

Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work creatively and independently with little direction.
Plan and organize work.
Prepare comprehensive narrative statistical reports.
Manage a variety of reports and files related to assigned activities.
Maintain consistent, punctual, and regular attendance.

POSITION REQUIREMENTS:

Credentials/Licenses

1. High School graduation or equivalent is required.
2. Successful completion of the Districts Basic Skills Tests.
3. Possession of, or ability to obtain within 90 days, CPR and First Aid certifications, to be renewed as required.
4. Possession of a valid California's Driver's License and proof of insurance are required.

WORKING CONDITIONS:

Environmental Conditions:

Office, School setting, work closely with others.

Physical Conditions:

Essential and marginal functions may require maintaining the physical condition necessary for sitting and standing for prolonged periods of time.

JOB PROFILE:

Annual Contract: 12 months
Classified Salary Schedule: Range 19
Board Approved: October 10, 2023