

Location:	Metropolitan Education District Silicon Valley Career Technical Education (SVCTE) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	SVCTE Director
Supervises:	Assigned Staff
Coordinates:	Assigned Activities, Programs and Operations
Date Approved:	12/01/02
Dates Revised:	6/11/08, 9/11/13
Position Control:	#140017, Salary Schedule 10, Range 18, Work Year 220 days

POSITION DESCRIPTION:

The Program Coordinator serves as a liaison to the six districts served by Metropolitan Education District. The position reports directly to the SVCTE Director. The Coordinator will be assigned a wide scope of management and administrative responsibilities related to program operation, planning, development and evaluation including district-level projects. The Coordinator serves as a resource on curriculum and program operations for SVCTE personnel, schools districts, and community agencies.

The Program Coordinator supports ongoing professional development for certificated staff; works closely with member districts, media, and various agencies to promote the District programs and increase opportunities for students; works with member district counselors and administrators to develop partnerships with District CTE programs to advance student achievement; provides orientation and tours to business leaders; plans and directs site and district events.

This is an overtime exempt position requiring attendance at meetings outside of normal working hours.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Demonstrates commitment to the mission of SVCTE and to its core values, strategic goals and student outcomes
- Provides administrative leadership in the development and implementation programs and practices
- Provides leadership to staff in maintaining legal compliance such as annual follow-up studies and files for community classrooms
- Serves as liaison with partnering schools and districts, appropriate private and public agencies, and community organizations in order to increase and improve student access to programs and to expand opportunities for participating students;
- Provides administrative support as needed
- Serves as a member of the SVCTE Administrative Team and other committees as assigned

Essential Functions (continued):

- Provides effective administrative leadership and provides professional development training to both support and instructional staff;
- Supervises and evaluates staff as assigned
- Update & develop forms, handbooks, proposals, training binders, e-mails, advertisements, brochures, flyers, newsletters and other materials
- Oversee staff and coordination of web pages for internal and external use
Develops effective promotional materials and marketing tools to promote SVCTE courses in local school districts and in the community
- Administers program components, support needs, and material for the purpose of delivering services which conform to established guidelines
- Facilitates communication with funding agency, personnel, students, and parents for the purpose of evaluating situations, solving problems, and resolving conflicts
- Ensures compliance with state and federal regulations and MetroED/SVCTE policies and practices
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform duties
- Assists other personnel for the purpose of supporting them in the completion of their work responsibilities
- Assists with supervision of students
- Assists with the development and implementation of new classes
- Coordinates staff development and in-service activities
- Assists participating high school districts with the integration of Career Technical Education (CTE) courses
- Coordinates student recruiting and enrollment
- Assists with various reports to district, regional, county and state offices;
- Conducts surveys
- Performs other duties as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

- Staff management and supervision
- Curriculum development and assessment
- Laws and regulations including child welfare laws, Education Code, Americans with Disabilities and Section 504 of the Rehabilitation Act
- Career preparation, curriculum standards, methodologies and publications
- Labor market and employment information
- Local public and private agencies which provide occupational training
- Marketing principals and strategies

Ability to:

- Use computer programs to create and develop effective materials and communication tools
- Compile and analyze data
- Develop curriculum
- Work collaboratively with others

EMPLOYMENT STANDARDS (continued):

Ability to:

- Effectively communicate with students, parents, school personnel, and members of local and state agencies and of the business community
- Effectively coordinate and facilitate designated career programs areas;
- Effectively observe and analyze instructional strategies/techniques, including implementing designated area goals and objectives
- Ability to establish and maintain effective relationships with staff, county office, school district personnel, business community, and other related individuals
- Ability to participate with all service area units to promote interdepartmental cooperation and efficiency
- Analyze issues, create plans of action, and reach solutions
- Problem solving with data and equipment

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

- Basic math including calculation of fractions, percent's, and/or ratios;
- Read technical information
- Compose a variety of documents
- Facilitate group discussions
- Understand complex multiple-step instructions
- Thorough working knowledge of organization, supervision and management practices, techniques, and principles
- Current theories, practices, and techniques in human resources and education programs
- Laws and regulations related to Career Technical Education and youth development programs
- Staff development and organizational development skills
- Behavior management strategies

Experience:

- A minimum of three (3) years of successful teaching experience required, preferably in Career Technical Education and/or Regional Occupational Programs (ROP)
- Experience in a public secondary school setting which would demonstrate exposure to and utilization of required skills, knowledge, and abilities in performing job-related duties and responsibilities is required
- Desirable: Experience working with industry specific field educational programs, and/or site Supervising and managing CTE instructional programs is desired.

MINIMUM QUALIFICATIONS (continued):

Education and Credentials:

- Possession of a valid California Teaching Credential, Administrative Credential appropriate for K-12 public school administration or Designated Subjects Supervision and Coordination Credential is required
- You must provide copies of credentials as required for the position or provide evidence of qualifying for required credentials with your application materials
- Bachelor's degree from an accredited college/university required
- Master's degree preferred

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signed: _____

Employee Signature