



CLASS TITLE: K-12 PATHWAY COORDINATOR MID-MANAGEMENT

BASIC FUNCTION:

Under the general direction of the Superintendent, or designee, provide direction for assigned projects, programs, or functional area; serve as a liaison between the program area, K-12 and regional community colleges, and the general public, students, staff, and other campus and community officials and groups; develop and maintain relationships with other organizations and schools in the project, program, or functional area; perform a variety of technical and program support duties in support of the assigned project, program, or functional area; and plan, coordinate, and implement assigned operations and activities of the assigned office.

DISTINGUISHING CHARACTERISTICS

The K-12 Pathway Coordinator coordinates all aspects of specialized programs including but not limited to the Strong Workforce Program (SWP) and Career Technical Education (CTE) with incumbents assigned to a grant funded or limited term position. Incumbents perform a full range of project coordination duties in support of assigned project or project area including to participate in the development, implementation, and administration of assigned services and functional areas, participate in budget development and monitoring, and project area policy and procedure development and implementation. Positions at this level coordinate communication and work activities among District staff and community and business groups and partners. Assignments performed at this level require a broad knowledge of assigned project or project area and an in-depth knowledge relative to specific areas.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Coordinate all aspects of the assigned project, program, or program area; ensure compliance with all aspects of program requirements including grant requirements.
- Assist in the planning, design, and implementation of project or project elements that support service delivery; participate in processes to define scope and schedule of services and activities; participate in implementation processes.
- Assume responsibility for providing coordination of resources for projects or programs; determine project short and long-term needs and develop recommendations; design processes and procedures to implement, maintain, and/or manage functional area resources.
- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned projects, functions, and program areas; research, implement, and administer policies, procedures, and changing business practices and processes for assigned area; develop and maintain handbooks, forms, and related policies and procedures.



CLASS TITLE: K-12 PATHWAY COORDINATOR MID-MANAGEMENT

- Provide assistance in resolving operational and administration problems; identify problem areas and issues; conduct research to find alternative solutions; make recommendations; assist in implementation of recommendations.
- Perform a variety of research, administrative, operational, financial, and analytical duties in support of assigned projects, programs and/or functions; conduct studies, research projects, and analysis.
- Prepare administrative, operational, and financial reports including the preparation of conclusions, recommendations, and forecasts based on data summaries and other findings; consult with District staff and outside agencies to obtain information.
- Assist with the budget process; provide assistance in the development of assigned budget; collect and analyze financial data; review and analyze budget requests; create data tracking and reporting systems; monitor status.
- Research, negotiate, and monitor assigned contracts and agreements with outside suppliers, service providers, and others; ensure work is performed in compliance with contracts and agreements; process invoices and payments.
- Participate in the grant sourcing and application processes; research grants and prepare applications for funding sources applicable to assigned projects and program area; assists in writing grant proposals.
- Create and maintain publications promoting the assigned project, program, or program area; develop publications and materials to advertise and provide program information including newsletters, directories, handbooks, special event flyers, and other public relations materials as needed.
- Participate in coordinating assigned activities and functions with other staff, projects, and functions as well as local, state, and federal agencies/jurisdictions, business partners, and the general public; coordinate with, interact with, share knowledge, and develop collaborative relationships.
- Collaborate in the design and implementation of a network of community-based organizations and schools that will oversee and provide services and experiences for program participants.
- Represent area of assignment, participate on, and provide staff support to a variety of committees, task forces, and boards; develop agendas and write speaking points; prepare and present presentation materials, staff reports, and other documents as appropriate and necessary; respond to and resolve inquiries and complaints.
- Serve as contact and respond to requests for information from staff, other agencies, and the general public regarding project or program area of assignment; participate in community outreach and education activities; prepare presentations and related material.
- Maintain records concerning project activities; process incoming and outgoing documents; prepare and track various documents; prepare reports and briefings on project status, progress, changes, and related items related to scope, schedule, and budget.
- Manage data and information used in assigned area including to administer assigned databases; enter and modify data; generate reports; analyze user needs and modify database structure and/or format in response to user needs; train staff on use of database systems; prepare database documentation.



CLASS TITLE: K-12 PATHWAY COORDINATOR MID-MANAGEMENT

- As assigned, coordinate schedules and progress of program participants including course work, volunteer hours, and work study allocation; coordinate the case management process for meeting student needs and goals; meet with students on a regular basis to monitor progress.
- As assigned, assist in the implementation of systems for member recruitment, orientation, training, monitoring, tracking, and evaluation; recruit, screen, interview, enroll and place program members at appropriate sites; coordinate selection activities with site supervisor; determine student training needs, identify curriculum, and facilitate training.
- Coordinate on-campus events and fairs; recruit agencies and schools; coordinate logistics including to obtain space, promote event, and set-up for event.
- Provides training and work direction to student workers and assigned staff; schedule assigned staff; ensure staff follows District policies and professional standards.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Career exploration and labor market information.

California K12 data collection systems and practices.

K12 and Community College Curricular processes and practices

Personnel and budget management principles, procedures, and strategies.

Principles and methods of program planning, including program review and the development and evaluation of student learning, service area, or program learning outcomes.

Public relations, group presentations, and effective communication in a diverse environment.

Student advisement, public speaking, workshop development, and group facilitation principles and practices.

K12 and Community college Career Technical Education programs.

Principles and practices of project and contract management.

General principles, practices, and procedures of business administration and public administration

Processes, procedures, and practices of budget preparation and administration

Principles, practices, and procedures of complex fiscal, statistical, and administrative research and report preparation.

Principles and practices of providing training, work direction, and guidance to office staff and student workers.

ABILITY TO:

Conduct meetings, facilitate groups and workshops.

Develop and administer a comprehensive program work plan, budget, and outcomes.

Establish and maintain collaborative working relationships with industry, faculty, staff, students, and the public.

Be sensitive and committed to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population.



CLASS TITLE: K-12 PATHWAY COORDINATOR MID-MANAGEMENT

Use computer software for word processing, spreadsheets, databases, presentations, and information sharing and communication.

Communicate clearly, concisely, and effectively both orally and in writing with industry, students, staff, faculty, outside agencies, and the public.

Travel to functions and transport presentation materials and equipment.

Organize and conduct special events in conjunction with other K-12 and college departments and programs.

Attend instructional and student services meetings, as well as local, regional or State Career Pathway and Dual Enrollment meetings, as needed.

Represent K12 Strong Workforce Pathways at relevant state and federal conferences and industry events.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Coordinate and participate in the management of assigned project, program, or program area functions and services.

Establish and maintain community relationships.

Understand the nature of partnerships and identify mutual interests.

Assess community needs to develop appropriate service partnerships for assigned programs.

Use technical concepts and basic project management tools and techniques to effectively coordinate a project or program area and solve complex problems in creative and effective ways.

Develop recommendations for problematic areas and implement and monitor changes.

Participate in the development and administration of policies and procedures.

Participate in the preparation and administration of assigned budgets.

Provide specialized information and assistance to students, staff, and the general public.

Coordinate projects with multiple tasks and re-prioritize as needed.

Perform a full range of complex and responsible program and technical support as well as difficult administrative duties involving the use of independent judgment and personal initiative.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Use sound judgment in recognizing scope of authority.

Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.

Research, compile, assemble, analyze, and interpret data from diverse sources.

Prepare a variety of clear and concise administrative and financial reports. Independently compose and prepare correspondence and memoranda.

Maintain complex and varied files and records.

Implement and maintain filing systems. Select, train, evaluate and provide work direction to assigned staff and student workers.

Plan, organize, coordinate, prioritize, perform, and delegate work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree from an accredited college or university and three full years of full-time K-12 school district, county office of education, college, or



CLASS TITLE: K-12 PATHWAY COORDINATOR MID-MANAGEMENT

university work experience in a lead position; and four years of increasingly responsible experience providing technical and administrative support in a related program area. Demonstrated sensitivity to and understanding of the diverse cultures of high school and community college students.

Desired Experience and Qualifications:

- K-14 advising, career pathway and/or grant experience.
- Experience working with special populations students.
- Valid K-12 California teaching or counseling credential.
- Valid California Administrative Services credential.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and a safe driving record may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and to occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials. Travel outside of the San Diego area may be required for some assignments.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.