

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator II, Career Education	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Career Technical Education	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E22/Management Salary Schedule

(Former Classification: Career Vocational Education District Coordinator)

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area(s); coordinate activities as related to career readiness programs, centers for college and career, business and industry partnership and Career Technical Education to provide students access to high quality learning options to stay in school on target to graduate.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Coordinate and plan activities as related to career readiness programs, including Centers for college and career to provide students a variety of learning options to achieve their personal best. *E*

Participate in the development of goals and objectives for assigned CTE programs in support of educating students at a high level to achieve their personal best; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with in established guidelines. *E*

Coordinate business engagement system; work with businesses and school sites to develop and maintain strong business and community partnerships. *E*

Coordinate events and authorized and review expenditures for events including, but not limited to conference requests, teacher meetings, career fairs, and other student or teacher events to assist in ensuring appropriate usage of funds. *E*

Develop, modify, allocate, monitor, supervise and submit multiple budgets to various District sites and the State to assist in ensuring the financial viability of the District; report and submit budget claims to the State. *E*

Supervise and evaluate performance of employees; interview and select highly qualified employees; organize and provide for training and development of employees in support of professional learning. *E*

Coordinate and actively participate in business advisory meetings; coordinate and/or attend local, District, State and national meetings; assist teachers develop curriculum in concert with businesses that is relevant to the needs of students and the business community. *E*

Prepare Board of Education agenda items. *E*

Assist site administrative staff, teachers, industry representatives in reviewing, improving and assessing programs to meet the needs of students and families. *E*

Write or assist in writing grants, pilot programs, and applications for funding of assigned programs to obtain sufficient funding to support student achievement. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and five years teaching experience in Career Technical Education Programs and/or related field of specialty.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Special Requirements:

This position may be required to work some evening and weekend activities.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of assigned programs.
Philosophy and curriculum of school-to-career programs.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of management.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Analytical and problem solving abilities.
Principle and practices of management.
Local industry and business environment.
Labor Relations law and employee contracts.
Operation of a computer to enter data, maintain records and generate reports.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Direct, plan, organize and administer the policies and the activities of the district as it relates to CTE.
Communicate, understand and follow both oral and written directions.
Interpret, comprehend, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work to meet schedules and time lines.
Work independently with little direction.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Develop and monitor curriculum.
Work collaboratively and build positive relationships with a diverse range of stakeholders.
Organize, interpret and manage data using appropriate technologies.
Make presentations and deliver in-services in area of specialty.
Work cooperatively with others.
Demonstrate loyalty and high ethical standards.
Learn new or updated computer systems and programs to apply to current work.
Design and implement a wide variety of professional learning opportunities
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment, driving a vehicle to conduct work; constant interruptions; contact with dissatisfied or abusive individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to monitor programs and activities; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions