

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Coordinator, Career Pathways Trust Grant**

**Purpose Statement**

The job of Coordinator, Career Pathways Trust Grant Program is done for the purpose/s of providing leadership for California Career Pathways Trust grant implementation, focusing on the achievement of grant objectives, performance reporting and compliance; coordinating day-to-day activities of San Diego College and Career Readiness Consortium (CCRC); managing the work of the CCRC's committees and coordinating with districts and school sites with reporting, budgets, contracts and event planning.

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**Essential Functions**

- Collaborates with consortium members and partners, stakeholders, state officials, district and school sites for the purpose of serving as a liaison and resource related to specific tasks such as strategic planning; conducting the region's gap analysis; and researching best or promising practices including program delivery, data collection, marketing, and professional development.
- Coordinates the day-to-day activities of San Diego College and Career Readiness Consortium (CCRC) (e.g. work groups and their meeting times, timely preparation of grant deliverables, expenditures monitoring, events planning, contracts, etc.) for the purpose of assuming responsibility for the leadership and implementation of the California Career Pathways Trust grant program.
- Develops program evaluations and reports aligned with the project's benchmarks for the purpose of participating in the formative and summative evaluations of the overall project implementation.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors expenditures for the purpose of ensuring alignment with grant budget and requirements and timely submission of related reports.
- Oversees the work of clerical staff for the purpose of ensuring their department and individual performance objectives are met.
- Participates in meetings, workshops, trainings, and seminars for the purpose of serving as the conduit for communication among consortium members, partners, stakeholders and state officials, conveying and/or gathering information required to perform functions.
- Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Works with consortium leadership for the purpose of managing the work of the CCRC's committees and convening their meeting times.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the success of the project.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using

pertinent software applications; performing standard bookkeeping; planning and managing projects; and preparing and maintaining accurate records; analyzing budgets; and analyzing data.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: statewide initiatives relating to career pathways and other work-based learning features of current education; San Diego's industrial sector; principles of career and technical education; budget management principles and techniques; and principles and techniques of personnel management, including selection, supervision, evaluation, training and coaching of assigned staff.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: networking and facilitating internal and external groups; communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; leading, delegating and organizing tasks; and managing multiple projects; setting priorities; working with detailed information/data; and evaluating educational programs and making recommendations.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Bachelors degree in job-related area.

**Equivalency** EDUCATION AND EXPERIENCE

### **EDUCATION:**

Bachelor's degree required, Master preferred, in public administration, education or closely related field.

### **EXPERIENCE:**

Five or more years of significant, directly related and progressively responsible experience in management role in K-12 education or post-secondary institution including grant, fiscal and personnel management including experience administering and reporting on public education contracts.

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background

Clearance

Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 45

**Personnel Commission Approved: October 19, 2016**