



## **COORDINATOR OF CAREER AND TECHNICAL EDUCATION and DUAL ENROLLMENT**

### **DEFINITION**

Under direction of the Assistant Superintendent of Educational Services, to plan, implement, coordinate and maintain assigned secondary instructional programs including Dual Enrollment and Career and Technical Education; assist with curriculum, instruction, staff development in the area of secondary education to enhance student learning results; collaborate with post-secondary partners in the development of dual enrollment programs for secondary schools; monitor and assist with the implementation of awarded grants (i.e. Carl Perkins; CTEIG, A-G Success grant, etc);

### **EXAMPLES OF DUTIES**

- ☐ Coordinate and assist in the oversight, program planning and implementation of services and activities related to a variety of CTE and Dual Enrollment grants
- ☐ Serve as the district's representative on various county, district, and site-level advisory committees related to Dual Enrollment and CTE programs, as well as to the various community-based organizations which support school to work efforts
- ☐ Build partnerships with industry and post-secondary institutions
- ☐ Provide professional development opportunities for staff, including teachers and counselors, regarding secondary/ CTE programs
- ☐ Assist in the development, implementation, and evaluation of secondary Dual Enrollment and CTE programs
- ☐ Coordinate and assist with the District CTE Advisory Committee
- ☐ Assist the district in planning and implementing a CTE and Dual Enrollment program of study with sequential course offerings.
- ☐ Assist in the selection of instructional materials and equipment for all secondary school programs, to include CTE and Dual Enrollment courses
- ☐ Work with middle school and high school administrators and counselors in the recruitment and selection of students into the Early College Program and other Dual Enrollment options.
- ☐ Provides technical assistance and support to school sites in the development of dual enrollment pathways with post secondary partners
- ☐ Serve as a resource and lead person to various district curriculum committees and groups
- ☐ Create and maintain a student database and records of student applications, courses, schedule and progress.
- ☐ Evaluate the Early College/Dual Enrollment program. Provide data, share concerns and recommendations to increase access for all students and to establish appropriate contacts in the higher educational community.

- ☐ Work with middle school and high school administrators and counselors in the recruitment and selection of students into the Early College Program and other Dual Enrollment options.
- ☐ Work closely with the college Director of Dual Enrollment and college counselors to promote a positive working relationship
- ☐ Assist students in accessing and completing on-line or printed college applications and meeting required deadlines.
- ☐ Publish information in newsletters, on website, flyers, etc. regarding Early College and Dual Enrollment opportunities
- ☐ Attend quarterly meetings with college staff.
- ☐ Act as a resource to staff, students, counselors, and teachers regarding Early College and Dual Enrollment programs.
- ☐ Work with college staff, district dual enrollment staff and school administrators in the selection of college courses offered at the high school campus and/or college campus.
- ☐ Provide assistance and coordination in the implementation of state frameworks, curriculum guides and content standards
- ☐ Review, revise, and modify curriculum according to the needs of students and the Board of Education guidelines
- ☐ Performs other tasks as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

Knowledge of current research, principles, and practices of effective curriculum development, instructional strategies, learning theories, and professional development; California Frameworks, standards, assessment measures and Career and Technical Education; state and federal laws applicable to curriculum and instruction; applicable state and federal laws to assure program compliance for secondary/CTE programs; school district organization, operations, policies, and objectives; NLCB requirements; and curriculum and instruction.

### **Ability to:**

Plan, organize, control and direct the implementation, operation and evaluation of State and Federal programs; facilitate the development, enhancement, and improvement of curriculum and instructional programs and grants; develop curriculum and training programs; make presentations and deliver professional development in areas of specialty; work with a diversity of individuals to establish and maintain cooperative and professional working relationships; serve as a liaison with a variety of community and governmental organizations; ability to listen, clarify, and facilitate group meetings; develop a rapport with students and families; establish and maintain effective organization, community and public relationships; communicate effectively in oral and written form.

### **Credential:**

Possess a Valid California Credential or eligibility for credential authorizing services as an Administrator.

### **Education/Experience:**

A minimum of three (3) years successful teaching or services experience; demonstrated experience coordinating and developing CTE/Dual Enrollment programs preferred.

**PHYSICAL DEMANDS:**

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Some driving is required. Frequent writing is required. Some extended hours and multiple demands from several people are frequently required.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DO 2/3/25