

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: COORDINATOR I COLLEGE & CAREER CONNECTIONS

BASIC FUNCTION:

Under the direction of the assigned supervisor, the coordinator plans, organizes, directs, and monitors the development and implementation of district programs aligned to College and Career Connections (CCC) initiatives that provide academic and program support and enrichment; oversee and evaluate CCC programs; train and supervise the performance of administrative, certificated, and classified personnel; supervise and evaluate the performance of assigned personnel; manage and implement district and grant-funded programs;

ESSENTIAL FUNCTIONS:

Analyze, synthesize, and evaluate information to oversee the management of the district's College and Career Connections (CCC) Programs.

Plan, organize, supervise, and evaluate the operation of CCC programs and services; assure program compliance with District, State and Federal laws, rules, and regulations; coordinate and facilitate parent and community involvement in programs and projects.

Train, supervise, and evaluate the performance of assigned classified, certificated, and administrative personnel; interview and select employees and recommend transfers, reassignment, disciplinary action, and termination.

Provide leadership and direction for effective day to day operations.

Ensure dissemination of information that promotes effective CCC departmental communication.

Design, develop, implement, and evaluate professional learning for administrators, teachers, parents, and others.

Develop and implement a broad-based, educational partnership process to develop, monitor and adjust a strategic plan/vision for CCC programs.

Collaborate with and provide informational support to staff to ensure optimal CCC programs are implemented and evaluated, targeting identified student needs.

Communicate and partner with other administrators, personnel, and outside organizations to design, develop and coordinate activities and programs. Act as a parent liaison and community liaison providing program information, eliciting parent feedback, and responding to concerns and formal complaints.

In coordination with schools' MTSS teams assist with supporting the academic, social, and behavioral interventions for at-risk students.

In partnership with district departments and with support from the Department of Research and Evaluation, assist with the development, implementation, and evaluation of CCC programs.

Provide technical expertise, information, and assistance to district leaders in support of program design, funding implementation and sustainability.

Collaborate with and provide informational support to principals and vice principals to ensure high quality Career Technical Education programs are implemented and evaluated, targeting identified student needs.

Oversee the development of informational materials related to CCC programs, projects, and events.

Partner with the District's Communications Department to ensure a comprehensive informational distribution plan is in place, implemented and evaluated.

Coordinate and collaborate with administrators and departments across the district to ensure inclusive and equitable practices and opportunities.

Utilize creativity to produce meaningful new ideas and provide leadership for effective family and community involvement including establishing appropriate workshops and other activities for families and coordinating with community-based organizations to provide family engagement opportunities.

Collaborate with the Office of Educational Equity, design programs that are culturally balanced and responsive and align with the District's Race and Equity Strategic Plan.

Remain current on all Federal and State funding and program implementation requirements.

Work closely with District and site administrators, counselors, in a team- oriented approach, to develop processes and procedures for supporting CCC programs.

In alignment with program output measures and student outcome measures, administer and monitor budgets; assure proper allocation of funds for personnel and instructional and enrichment opportunities, including curriculum and materials; coordinate and participate in budget development and monitoring of assigned budgets and grant expenditures.

Using the District Continuous Improvement principles and practices, conduct annual input-output - outcome programmatic analyses, comprehensive data, gap, and cause analyses and implement programmatic corrective actions that result in sustained program improvement aligned to sustained student academic and developmental progress.

Embed key elements of social competence into daily work practices such as empathy, cultural competence, responsiveness, flexibility, perceptiveness, and team-orientation.

Embed key elements of emotional competence into daily practices such as self-efficacy, self-awareness, outward mindset, and positive identity.

Embed key elements of problem-solving competence in daily practices such as creativity, visionary thinking, curiosity, imagination, adaptability, systems, and critical thinking.

Embed key elements of sense of purpose competence into daily practices such as connectedness, persistence, resilience, optimism, sense of meaning, and goal directedness.

Monitor and refine applicable Board Policies and Administrative Regulations.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Planning, organization, and direction of District programs and services.

Applicable laws, codes, regulations, policies, grant requirements, and procedures related to District programs and other assigned areas.

Policies, goals, and objectives of District programs and activities.

State, local, and regional resources.

The framework for High Quality Instruction.

Multi-Tiered Systems of Support processes and practices.

Intervention models.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Board and District policies, procedures, and regulations.

ABILITY TO:

Analyze, design, develop, implement, and evaluate District programs.

Lead and manage District programs and all related human and material resources.

Supervise the performance of assigned personnel.

Communicate effectively both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Provide Effective Professional Development.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

Maintain consistent, punctual, and regular attendance.

EDUCATION AND EXPERIENCE REQUIRED:

Bachelor's degree

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential or Pupil Personnel Service Credential
Valid Administrative Credential

WORKING CONDITIONS:

ENVIRONMENT:

Office and school campus environment.
Driving a vehicle to conduct work.

BOARD APPROVED: March 19, 2024