

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	School-to-Career Coordinator	REPORTS TO:	Director
DEPARTMENT:	School to Career	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	044 AASD Supervisors'
ISSUED:	June 11, 2002		

BASIC FUNCTION: Plan, direct, and implement school to career activities for assigned school sites; provide grant management, strategic planning, development of small learning communities and community partnerships for school to career focused learning activities; supervise employer outreach services including academic achievement through work place experiences.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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.)

E = Essential Functions

Work with site leadership team to monitor and coordinate grant activities, budgets and activities for site-based school to career programs; monitor activities to ensure compliance with local, state, and federal agencies funding programs. **E**

Train, supervise, and evaluate the work of assigned school to career staff. **E**

Develop strategic partnerships that involve business and community-based organizations to leverage resources and opportunities for all students including special populations for academic enrichment and school to career opportunities. **E**

Work with counseling staff and site administrators to implement a comprehensive career guidance system that enhances the existing guidance programs to ensure students are prepared for college and future careers. **E**

Research and develop application for appropriate grant opportunities for future funding of site-based school to career programs. **E**

Work with community college district and local college representatives to increase the number of articulated classes and numbers to students articulating to two and four-year colleges. **E**

Work with teachers to integrate academic and career/technical curricula through instructional strategies including project based learning and other innovative approaches. **E**

Assist school leadership to identify and implement teaching strategies to help all students to succeed in school to career programs and preparation for post secondary opportunities; plan and/or conduct professional development for site staff related to school to career programs and goals. **E**

Develop guides, brochures and newsletters promoting school to career/vocational education. **E**

Perform related duties as assigned. **E**

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to: Bachelor's degree in business, finance, public administration, business administration or related field and two years of work experience with business/industry in the areas of human resource development, business and economic development, and connecting business to education. Work experience in strategic planning, project and program management, budget management and staff supervision/evaluation is desirable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Oral and written communication skills.

Reading and writing English communication skills.

Budgetary principles, procedures and control techniques.

Current legislation for Vocational and Technical Training Act, Youth Opportunities Act, and related school to career programs.

Standard office equipment including computers and related software including Excel, Access, and Microsoft Office applications and use of internet.

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Communicate effectively and maintain cooperative relationships.

Establish and maintain effective working relationships with others including the business community, Chamber of Commerce, San Diego Workforce Partnership, Inc., city, and county agencies, parents and the public.

Demonstrate leadership and organizational skills in the implementation of current district programs and activities.

Provide grant management, assess projects, evaluate and report to required agencies.

Research data using various search engines on computer systems.

Understand organizational structures and cultures.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT: Office setting and classrooms; driving a vehicle to perform work.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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