



### **KEY OBJECTIVES**

The K12 Pathway Coordinator seeks to improve the performance of the K14 CTE programs within her/his service area as measured by the CTEIG, K-12 SWP Metrics and guided by the K14 Pathway Quality Rubric. This is done through: providing direct support to, and helping to link and align the program development efforts funded by CTEIG, K-12 SWP and Community College Strong Workforce Program investments in the service area; through drawing attention to and engagement with labor market and program performance information and the region's workforce development plan; and through coordination with other regional key talent including the K-14 TAP, Regional Directors for Employer Engagement, the Centers of Excellence, Guided Pathway Regional Coordinators, and the Regional Consortium.

Under the direction of the Tulare Kings College + Career Collaborative in coordination with the COS Dean of CTE and Workforce Development and assigned K-12 District Coaches the K12 Pathway Coordinator will plan, coordinate, organize and support the operations and activities of the K12 CTE programs in the assigned service area. This position reports to the College + Career Engagement Specialist that oversees post-secondary transitions within the Tulare County Office of Education. This is a grant-funded position subject to review annually.

### **REQUIRED ACTIVITIES**

The following are the minimum required activities; others may be added to meet project objectives.

1. Act as a point of contact for and work with high school and community college CTE programs, Regional Directors for Employer Engagement, the Centers of Excellence and other workforce development stakeholders to effectively and efficiently engage employers and industry representatives with the intent of building and strengthening K14 pathways that respond to industry needs and facilitating industry connections with K-14 career technical education programs.
2. Provide technical assistance to inform the development and implementation of CTE curriculum. Support faculty collaboration to ensure sequential CTE courses align with regional post-secondary pathways.
3. Facilitate the use of data to identify existing pathways and gaps among K12 and community colleges and help make recommendations for furthering pathway development.
4. Inform and support the development and implementation of college and career exploration. Liaise with LEAs to ensure college and career exploration are embedded within CTE courses.
5. Support postsecondary transitions and completion. Encourage and facilitate the intersegmental work between LEAs and Community Colleges.
6. Provide technical assistance to inform the development of work-based learning opportunities.
7. All other duties as assigned.

### **THE K12 PATHWAY COORDINATOR WILL HAVE KNOWLEDGE OF:**

1. Career exploration and labor market information.
2. California K12 data collection systems and practices.
3. Principles and methods of program planning, including program review and the development and evaluation of student learning, service area, or program learning outcomes.
4. Public relations, group presentations, and effective communication in a diverse environment.

5. Student advisement, public speaking, workshop development, and group facilitation principles and practices.
6. K12 and Community college Career Technical Education systems and programs.
7. Community College organization, operation, policies, mission and objectives.
8. Interpersonal skills using tact, patience and courtesy.

**THE K12 PATHWAY COORDINATOR WILL HAVE THE ABILITY TO:**

1. Conduct meetings, facilitate groups, and workshops.
2. Prepare and deliver oral presentations using current technology.
3. Develop and administer a comprehensive program work plan.
4. Establish and maintain collaborative working relationships with industry, faculty, staff, students, and the public.
5. Be sensitive and committed to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population.
6. Use computer software for word processing, spreadsheets, databases, presentations, and information sharing and communication.
7. Communicate clearly, concisely, and effectively both orally and in writing with industry, students, staff, faculty, outside agencies, and the public.
8. Travel to off-campus functions and transport presentation materials and equipment.
9. Organize and conduct special events in conjunction with other college departments and programs.
10. Attend instructional and student services meetings, as well as local, regional or State Career Pathway and Dual Enrollment meetings, as needed.
11. Establish rapport with college, high school, junior high, and elementary school administrators, counselors, and faculty.
12. Represent K12 Strong Workforce Pathways at relevant state and federal conferences and industry events.

**EDUCATION AND EXPERIENCE**

1. Bachelor's degree from an accredited college or university and three full years of full-time K-12 school district, county office of education, college, or university work experience in a lead position.
2. Demonstrated sensitivity to and understanding of the diverse cultures of high school and community college students.

**DESIRED EXPERIENCE**

1. K-14 advising, career pathway and/or grant experience.
2. Experience working with special populations students.

**WORKING CONDITIONS****Environment:**

- Indoor work environment.
- Constant interruptions.
- Driving a vehicle from site to site to conduct work.
- Multi-project, fast-paced office environment; able to meet concurrent deadlines.

**Physical Abilities:**

Ability to:

- Sit or stand for long periods of time.
- Communicate to provide information over the phone and in person.
- Remember key information and concentrate for long periods of time.
- Operate a computer keyboard.
- Ability to operate a computer and office equipment.
- Ability to read documents.
- Ability to reaching in all directions to retrieve files and supplies.
- Ability to lift objects up to 25 pounds.

**Licenses and Other Requirements:**

- A valid California driver's license.