

Job Summary:

Under the direction of the department Administrator, the College and Career Readiness Coordinator directs with College Career Data Team and collaborates with the District Support Services Network leads to interpret and present relevant data to TCOE departments, schools, and LEA staff. In support of student access to career-based certification, Career Technical education, and post-secondary transitions, the coordinator has a working knowledge of the California's accountability system and how relevant measures culminate at the K-12 exit level for successful transitions to college and career. The CCR Coordinator leads organizational and regional efforts to advance the outcomes of students within Tulare County led initiatives. The coordinator assists and supports implementation and growth of consortium for College and Career pathways through effective leadership that supports regional workforce needs. CCR coordinator collaborates and fosters partnerships with key industries and educational organizations.

Essential Job Functions:

- Interpret and review performance data with local partners and administrators in planning for continuous improvement.
- Provide teachers and administrators with data literacy training to improve instructional training.
- Guide staff in application of appropriate statistical measurements to data.
- Provide research information as needed.
- Advise on creation of surveys and other data collection techniques as needed.
- Guide and support staff on best practices to translate data visually into tables, charts, graphs, and narrative presentations to produce user-friendly reports to assist education partners.
- Research and investigate software and reporting requirements including attending trainings, consulting with other local partners, districts and researching CDE websites.
- Advise and consult on College and Career Readiness aligned improvement network(s).
- Design, implement, and maintain access and workflow to data support for TCOE departments and Tulare County LEAs.
- Work with CCR Directors in collaboration with site and district administrators to assess systems present and the school and district level that contribute to or are known barriers to increased quality CTE pathways and post-secondary opportunities.
- Serve on TCOE committees; attend County Office meetings and events.
- Participate in available and relevant professional development opportunities.
- Participate and support TCOE networks in the appropriate use of data as necessary.
- Attend, design, and deliver as appropriate, training sessions and site meetings related to assigned responsibilities.
- Act as a resource to school districts and the County Office in curriculum, instruction, and assessment.
- Remain current with all new assessment requirements and assessment programs.
- Designs, conducts, and facilitates professional learning for continuous improvement.
- Develops and establishes work plan procedures and processes for communication and workflow efficiency.
- Directs, supervises, and evaluates personnel for the purposes of contributing to team, department, and organizational outcomes.
- Perform other related duties as assigned.

Skills and Knowledge Required:

- Understand curriculum educational programs and instructional practices.
- Understand and can advise on research techniques, methods, and procedures.
- Discern among various methods and programs the best path for utilizing a variety of applicable software in order to obtain high quality data reports.
- Understand TCOE and State regulations, rules, policies, and procedures applicable to the maintenance of student records and the reporting of student attendance and other data.
- Understand and can advise on functions, operations, and data input/output procedures of TCOE's student information systems, including methods for creating system queries for a variety of purposes.

- Understand and can observe and delegate effective and efficient office administrative practices and procedures, including recordkeeping practices and procedures.
- Understand how to plan, coordinate, and facilitate collaborative relationships, activities, and services involving diverse groups of people.
- Demonstrate effective use of time and resources to accomplish project objectives.
- Assist in conducting ongoing measurement of systems improvement within the department and organization.
- Knowledge of adult learning theory.
- Plan, organize and prioritize work to meet schedules and timelines.
- Ability to effectively coach individuals for improvement.
- Communicate complex and technical information effectively, verbally, and in writing.

Responsibilities include: at times working under supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 85% sitting, 5% walking and 10% standing. The job is performed under minimal temperature variations.

Experience/Education Required:

- Job-related experience within specialized field with increasing levels of responsibility is required.
- 3 years of experience in a certificated administration position required.

Licenses, Certifications, Bonding, and/or Testing Required:

- Valid California Administrative Credential.
- Valid California Teaching Credential.
- Valid California Driver's License and Proof of Automobile Insurance.
- Department of Justice and FBI Fingerprint Clearance.

FLSA Status: Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender, or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.