

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED UNREPRESENTED

JCN: 270
EXEMPT

K-12 PATHWAY SPECIALIST

BASIC FUNCTION:

Under the direction of the Executive Director, Career Technical Education (CTE)/Regional Occupational Program (ROP), plan, and guide the operations and activities of the K-12 CTE programs within assigned area; provide direct support to program development efforts with assigned stakeholders and community colleges; engage labor market and program performance information to improve the efficiency and effectiveness of the K-12 CTE programs within assigned area.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Act as a point of contact for and work with assigned high school and community college CTE programs, Regional Directors for Employer Engagement and Centers of Excellence and other workforce development stakeholders to effectively and efficiently engage employers and industry representatives; build and strengthen K-14 pathways in response to industry needs; facilitate industry connections with K-14 CTE programs.
- Actively engage with regional consortia partners to ensure consistent reporting and accountability; participate in the region's annual process for developing and revising regional plan.
- Assist K-12 and community college network development by identifying, documents and disseminating examples of emerging, promising, and best practices for pathway development and pathway improvement initiatives.
- Assist in the development of specified performance outcomes and work plan to achieve established results within assigned area; share outcomes within assigned CTE program and Regional Consortium service area.
- Assist in the development of and support to K-12 students, teachers, counselors, parents, and the public about pathway opportunities available at partnering community colleges.
- Coordinate with statewide, regional and local agencies in the development and distribution of student outreach publications and marketing communications to prospective students, school district personnel and community members; coordinate with support services designed to facilitate course registration for concurrently enrolled high school students; collaborate with instructional divisions to develop and coordinate course offerings at area high schools.
- Encourage high-quality implementation and expansion of early college credit; coordinate with local community college's Office of Outreach to support a comprehensive program of student outreach and recruitment services for prospective students from feeder K-12 school districts.
- Engage local support from industry and local workforce development agencies for implementation of assigned programs to promote relevance and value of education pathways for students' career preparation.
- Facilitate the use of data to identify existing pathways and gaps among K-12 and community colleges; make recommendations for advancing pathway development; identify and use indicators to self-assess.
- Inform and support the development and implementation of college and career exploration; liaise with Local Education Agencies (LEA's) to ensure college and career exploration are embedded within CTE courses.
- Participate in on/off campus student outreach and recruitment activities related to K-14 career pathways, including pre-enrollment advising, application, workshops, college presentations,

campus tours, campus visit programs, outreach conferences, college fairs and other support services.

- Plan, and conduct training sessions and other staff development activities for assigned program; prepare and deliver oral presentations; prepare, develop and distribute related training and support materials; assist in coordinating meetings, committees and special events as assigned.
- Provide technical information and assistance to the Executive Director regarding needs, issues and progress related to the CTE Program; assist in the formulation and development of CTE curriculum, policies, procedures and programs; support faculty collaboration to ensure sequential CTE courses align with regional post-secondary pathways; provide technical assistance to inform the development of work-based learning opportunities.
- Support postsecondary transitions and completions; encourage and facilitate intersegmental work between LEA's and Community Colleges.
- Support partnerships with LEA's and connections with feeder K-12 administrators, counselors, and teachers; work with LEA's to increase knowledge and use of labor market data supplied by collaborating agencies.
- Assist in the review and evaluating budgetary and financial data; ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Prepare and maintain a variety of narrative and statistical records, reports and files related to programs, functions, instructional areas, projects, compliance, staff development and assigned duties.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to assigned area or program; participate in the development, implementation and evaluation of program and educational documents; prepare and distribute related correspondence and informational materials.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County and/or statewide as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic budget preparation and control.
- Career exploration and labor market information.
- California K-12 data collection systems and practices.
- K-12 and Community College CTE programs.
- Planning, organization, coordination and implementation of the operations and activities of CTE and college pathway programs.
- Personnel and budget management principals, including program review and the development and evaluation of student learning, service area, or program learning outcomes.
- Policies and objectives of the CTE Program and activities.
- Practices, procedures and techniques involved in the development and implementation of staff development activities.
- Student advisement and group facilitation principles and practices.
- Principles of training and providing work direction.
- Public speaking techniques.
- Research methods and report writing techniques.
- Record-keeping techniques.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Be sensitive and committed to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population.
- Coordinate communications, information and resources to ensure smooth and efficient activities of this assigned area.
- Develop and administer a comprehensive program work plan budget and outcomes.
- Monitor and assess operations and activities of the assigned CTE Program for educational effectiveness and operational efficiency.
- Plan, develop, implement and conduct training sessions and other staff development activities.
- Represent K-12 Strong Workforce Pathways at relevant state and federal conferences and industry events.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree in Education or related field.
- Master's degree preferred.

EXPERIENCE:

- Three years increasingly responsible experience in a K-12 school district, county office, college or university setting.
- K-14 advising, career pathway and/or grant experience preferred.
- Experience working with special populations students preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others. Understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: July 1, 2020