

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED MANAGEMENT POSITION

JCN: 645
EXEMPT

PROGRAM COORDINATOR - CAREER TECHNICAL EDUCATION (CTE) – 7 – 9 FOCUS

BASIC FUNCTION:

Under the direction of the Executive Director, Career Technical Education/Regional Occupational Program (CTE/ROP), plan, organize, coordinate and implement the operations and activities for middle-grades career exploration programming designed to strengthen early engagement in regional CTE pathways; support districts in establishing coherent, developmentally appropriate 7–9 exploration systems that lead to high-quality high school CTE pathways, dual enrollment opportunities, and early college credit; advances regional capacity for early career exposure, supports aligned pathway development, and contributes to broader ROP program priorities including communication, technical assistance, curriculum support, and event management; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Adapt existing Fresno ROP high school events to ensure meaningful and age-appropriate participation for 7–9 grade students, with an emphasis on introducing pathway foundations that lead to early college credit and dual enrollment readiness.
- Assist with evaluating and monitoring budgetary and financial data; ensure expenditures are in accordance with established limitations; prepare narrative and statistical reports associated with CTE initiatives, early college readiness, and regional pathway development; assist with grant coordination and preparation as assigned.
- Contribute to the development of systems, policies, and procedures aligned with federal, state, and local CTE requirements, including those connected to dual enrollment and K–14 pathway accountability.
- Coordinate communication, information, and resources across ROP departments, school districts, community colleges, and community partners to ensure smooth implementation of assigned programs and pathway alignment.
- Cultivate partnerships with Local Educational Agencies (LEA), regional colleges, workforce organizations, and industry sectors that enhance hands-on learning experiences; strengthen the pathway from middle-school exploration to high-school CTE and dual enrollment participation with partner colleges.
- Design, coordinate, and implement developmentally appropriate middle-grades CTE activities including CTE Exploration Camps, CTEXPOs, Design Build Showdowns, and sector-aligned Career Skills Challenge Showcases, drawing on experience supporting hands-on middle-school exploration and outreach programming.
- Integrate hands-on CTE exploration that is aligned to regional priority sectors, supports middle-grades SEL development, and builds academic and career readiness for entry into 9–12 CTE pathways and early college coursework.
- Maintain and manage a Master Facilitator Matrix to identify, select, schedule, and support Master Facilitators who deliver high-quality middle-grades CTE experiences.
- Maintain comprehensive records, files, reports, and documentation related to assigned duties and program compliance.
- Participate in the CTE-8 evaluation process; collect data, prepare reports, and assist with communicating program outcomes to partners, stakeholders, and policymakers.
- Plan, organize, coordinate and implement the operations and activities of designated ROP

program to enhance educational effectiveness and efficiency of the County Office; assist in assuring related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.

- Prepare and deliver presentations, training materials, communication tools, and reports that articulate ROP goals, middle-grades strategies, and early college alignment.
- 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.
- Provide site-level and regional professional learning for teachers, counselors, administrators, and support staff focused on early career exposure, developmentally appropriate readiness practices, and supports that prepare students for success in high school CTE and dual enrollment.
- Provide technical assistance to districts and teachers regarding ROP program operations, standards, pathway development, timelines, compliance, and instructional alignment—including guidance related to dual enrollment, College and Career Access Pathway (CCAP)/non-CCAP processes, and early college pathway design.
- 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.
- Serve as a liaison among Fresno ROP, LEAs, regional colleges, industry organizations, and community partners to strengthen CTE pathway alignment and early college programming.
- Serve on the CTE-8 Leadership Team and collaborate with Fresno ROP staff and partnering LEAs to monitor program effectiveness, review implementation data, and support continuous improvement of 7–9 career exploration systems that connect directly to regional CTE priorities.
- Support digital communications and outreach, including content development for promotional materials, newsletters, social media, and web platforms.
- Support LEAs in aligning and braiding funding sources to expand and sustain early career exploration and early college readiness opportunities for middle-grades students.
- Support the development, coordination, and promotion of ROP events, meetings, special projects, and professional development sessions, with attention to strengthening the pipeline from early exploration to CTE pathways and early college credit opportunities.
- Visit partner sites to collaborate with administrators, observe implementation, and support the alignment of middle-grades programming with Fresno ROP standards and expectations.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations.
- 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, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Aligning and braiding funding sources, including the California Community Schools Partnership Program (CCSPP), Golden State Pathways Program (GSPP), Career Technical Education Incentive Grant (CTEIG), K12 Strong Workforce (K12 SWP), and Local Control and Accountability Plan (LCAP).
- Career Technical Education (CTE) pathways and regional/local priorities.
- Developmentally appropriate 7–9 exploration systems.
- Early college credit and dual enrollment program design and implantation processes
- Federal, state, and local CTE requirements and accountability.
- Middle-grades Social-Emotional Learning (SEL) development.
- ROP program operations, standards, and instructional alignment.
- 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:

- Coordinate communication and resources across ROP departments and partners.
- Cultivate partnerships with LEAs, colleges, workforce, and industry sectors.
- Design, coordinate, and implement developmentally appropriate middle-grades CTE activities.
- Develop communications and outreach content (e.g., newsletters, social media).
- Manage systems like the Master Facilitator Matrix.
- Monitor program effectiveness, collect data, and prepare reports.
- Provide leadership and coordination for middle-grades career exploration (7–9 Focus).
- Provide professional learning and technical assistance to teachers and staff.
- Support aligning and braiding funding sources (CCSPP, GSPP, CTEIG, Perkins, K12 SWP, LCAP).
- Support districts in establishing coherent 7–9 exploration systems.
- 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 minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree.
- Master's degree preferred.

EXPERIENCE:

- Three years increasingly responsible experience working in CTE, workforce, industry or related fields.

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: 12/22/2025