

# **FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**

## **CLASSIFIED MANAGEMENT POSITION**

JCN: 645  
EXEMPT

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### **PROGRAM COORDINATOR - CAREER TECHNICAL EDUCATION (CTE) - INDUSTRY ENGAGEMENT**

#### **BASIC FUNCTION:**

Under the direction of the Executive Director, Career Technical Education/Regional Occupational Program (CTE/ROP), plan, organize, coordinate and implement regional initiatives to strengthen and enhance the partnerships between schools, post-secondary institutions, workforce organization and industry partners for the CTE/ROP Program at the Office of the Fresno County Superintendent of Schools (FCSS); advance career exposure, work-based learning, and industry-connected events across K–12 systems; support Local Education Agencies (LEA) in leveraging resources and developing sustainable workforce partnerships; and ensures high-quality, equitable opportunities for students to engage with priority sector careers; supervise and evaluate the performance of assigned personnel as assigned.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

- Assist with evaluating budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Collaborate with educators and employers to co-design hands-on, industry-informed activities that upskill instructors and students, strengthen work-based learning pathways, and enhance the quality and impact of regional CTE events.
- Collaborate with the FCOE Foundation to increase visibility of sponsorship and scholarship opportunities
- Conduct and support evaluation of industry engagement initiatives; use data to inform improvement, strategic planning, and resource allocation.
- Coordinate comprehensive communication, outreach, marketing development, and information exchange efforts related to industry partnerships.
- Coordinate external vendors, contractors, facilitators, and service providers to support CTE events and initiatives; oversee onboarding, expectations, workflow alignment, and quality of deliverables.
- Coordinate the planning and execution of high-quality event production elements for regional industry-connected activities, ensuring professional standards in logistics, staging, visual design, and overall participant experience.
- Cultivate and strengthen cross-sector relationships with K–12 systems, postsecondary institutions, workforce agencies, associations, and industry consortia.
- Design and coordinate industry-informed career exploration and work-based learning events, such as Career Tech Expo, Career Skills Challenge, Industry Advisory Events, Design Build Showdown and Employer-led learning experiences integrated into school or district events.
- Develop and disseminate clear, accessible resources, guides, and toolkits to support industry partners in effectively engaging with students and educators through regional events such as the Career Tech Expo, Design Build Showdown, and Skills Challenges.
- Disseminate evaluation findings and success stories to partners, stakeholders, and policymakers to promote the expansion of effective career-connected strategies.
- Facilitate planning and coordination meetings with internal teams, LEAs, and industry partners to ensure shared understanding of goals, timelines, and roles related to assigned initiatives.

- Plan, organize, coordinate and implement the operations and activities of an assigned program, function or instructional area 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 maintain a variety of narrative and statistical records, reports, presentations, and files related to programs, functions, instructional areas, projects, compliance, staff development and assigned duties.
- Provide creative and logistical leadership for new or emerging industry engagement activities, ensuring alignment with regional priorities and readiness for implementation.
- Provide district- and region-wide professional learning focused on work-based learning systems, industry partnership development, and high-quality CTE implementation.
- Provide guidance, training, and technical assistance to industry partners to prepare them for high-quality participation in sector-aligned career exploration and work-based learning experiences, ensuring alignment to instructional goals and CTE standards.
- Recruit, onboard, and support industry partners to engage in K–12 CTE events and programs, ensuring alignment to regional priority sectors.
- 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 and technical resource regarding industry engagement, work-based learning, and CTE program alignment.
- Strengthen and maintain strong partnerships with employers, workforce organizations, and community-based partners by providing clear communication, responsive support, and high-quality relationship management.
- Support LEAs to braid funding sources and strategically align programs to expand career-connected learning opportunities.
- Support the development and dissemination of multimedia assets, presentations, recaps, and documentation aligned to industry engagement reporting and communication needs.
- 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:**

- California CTE Standards and High-Quality CTE Elements.
- Industry sector trends, workforce needs, and labor market demand.
- Event planning, logistics, and partnership development.
- Funding structures supporting CTE and work-based learning initiatives.
- Professional learning design and learning theory.
- Public speaking, presentation methods, and communication strategies.
- Work-based learning systems, employer engagement models, and career pathway development.
- 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:**

- Build and maintain effective partnerships with employers, workforce agencies, and community organizations.
- Design, coordinate and facilitate workshops.
- Interact with industry leaders, educators, students, and community groups.
- Maintain detailed records, data, and reporting.
- Plan, coordinate, and implement large-scale industry-connected events.
- Work independently with initiative and sound judgment.
- 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