

CTEIG COORDINATOR

DEFINITION

Coordinates and oversees the administrative functions and requirements pertaining to the Career Technical Education Incentive Grant (CTEIG).

TYPICAL DUTIES

Coordinates, manages, and plans the Career Technical Education (CTE) pathway self-assessment and work plan with school personnel.

Manages and coordinates the budget and procurement of assets and services acquired using the CTEIG.

Establishes and maintains the pathway Industry Advisory Board and conducts employer outreach by networking amongst the local and regional employers, Linked Learning intermediary partners, and other organizations.

Reviews and verifies that required forms and documentation are submitted to the Work Experience Office and employer for each student.

Conducts a needs assessment and develops a plan to improve the program using the 11 elements of the CTE.

Monitors grant budgets and expenditures and ensures compliance with CTEIG.

Assists teachers in creating and disseminating marketing materials for their CTE programs to feeder middle schools, post-secondary institutions, and the community.

Conducts research and recommends available industry recognized certifications and licenses for students to obtain as part of their pathway completion process.

Conducts professional development for CTE teachers regarding current labor market data, non-traditional careers, post-secondary training, and employment options for students.

Collects and analyzes data pertaining to certifications, internships, post-secondary training, college enrollment, and employment.

Coordinates visits to school sites by industry practitioners and CTE community college representatives to identify locally available career pathways, credentials, and certifications for students wishing to advance in the industry.

Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A CTEIG Coordinator performs a variety of administrative duties in support of the (CTEIG) using specialized knowledge and experience in one of the fifteen industry pathways.

The Program and Policy Development Advisor, Budget serves as a technical consultant and advisor to Senior Management on issues relating to the alignment of fiscal matters.

An Administrative Analyst performs a variety of journey-level duties that are oriented primarily toward the analysis of systems and procedures, organization and management, work-flow and distribution, work simplification, and improvement in efficiency.

SUPERVISION

General supervision is received from an administrator. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Industry area of responsibility
- Project management methodology
- Current and future trends relating to industry pathways
- Basic procedures, methods, and techniques of procurement and budget preparation and control
- Principles of public relations
- Microsoft Office (Word, Excel, Outlook, PowerPoint, Access)

Ability to:

- Ability to investigate and understand common administrative and budgetary problems
- Analyze problems and communicate and implement solutions
- Review and implement detailed project management plans and manage project process
- Analyze, interpret, and explain project budgets
- Plan and organize work to meet deadlines
- Work effectively with District personnel, representative of other organizations, and the public
- Prepare clear, concise reports, and make recommendations
- Communicate effectively both orally and in writing
- Exercise tact and good judgement

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with an associate's degree or completion of 60 semester units or 90 quarter units from a recognized college or university. Qualifying experience in addition to that listed below may be substituted for the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

3 years of professional-level experience in one of the following industries or a related field:

Agriculture and natural resources; arts, media, and entertainment; building and construction trades; business and finance; education, child development, and family services; energy, environment, and utilities; engineering and architecture; fashion and interiors; health science and medical technology; hospitality, tourism, and recreation; information and communication technologies; manufacturing and product development; marketing, sales, and service; public services; or transportation.

Special:

- A valid California Driver License.
- Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
12-22-16
SJ