

JOB DESCRIPTION
May 2013

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

COORDINATOR III, REGIONAL OCCUPATIONAL PROGRAM (ROP)

General Purpose:

The Coordinator III, ROP is responsible to the County Superintendent and works under the direct supervision of designated administrator. The Coordinator III, ROP assists with the daily operations of the ROP program and all related functions of program operation and student services. This is a certificated management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Assists with the development and monitoring of the instructional program.
- Assist in the development and implementation of new classes.
- Assists with the supervision of ROP Instructors and support staff.
- Coordinates new ROP staff orientation, staff development and in-service activities.
- Assists with articulation with surrounding community colleges and universities.
- Participates in the planning and implementation of blended learning (online) classes.
- Actively promotes ROP to the communities, schools, etc.
- Assists participating high school districts with the integration of Career Technical Education (CTE) courses.
- Assists with student recruiting and enrollment.
- Oversees and monitors student services and outreach activities.
- Assists instructors with student discipline.
- Remains current on Education Code and laws and regulations applying to ROP.
- Assists in budget preparation and implementation.
- Coordinates computer technology planning and implementation.
- Assists with various reports to district, regional, county and state offices
- Coordinates and oversees inventory system for the programs.
- Conducts annual student follow up survey.
- Serves on committees as assigned.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Bachelor's degree from an accredited institution is required.
- A Master's degree is preferred.

Experience:

- Experience in Career Technical Education is preferred.
- Secondary school experience is preferred.

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Knowledge, Skills and Abilities:

- Knowledge of staff management and supervision.
- Knowledge of curriculum development and assessment.
- Knowledge of laws and regulations including child welfare laws, Education Code, Americans with Disabilities and section 504 of the Rehabilitation Act.
- Knowledge of career preparation, curriculum development, methodologies and publications.
- Knowledge of career development theories.
- Knowledge of labor market and employment information.
- Knowledge of local public and private agencies which provide occupational training.
- Ability to compile and analyze data.
- Ability to develop curriculum.
- Ability to analyze job market projections and labor market information.
- Ability to work collaboratively with all ROP district, county and state personnel.
- Ability to effectively communicate with area business and industry in the development and promotion of ROP.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California Administrative Services Credential.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.

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- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Management

Salary Grade: VII

Reviewed and Approved:

Superintendent: _____

Date: _____

Human Resources: _____

Date: _____