

## **SAN DIEGO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: COORDINATOR – REGIONAL OCCUPATIONAL PROGRAM (CTE/ROP)**

#### **DEFINITION:**

Reporting to the Senior Director, the CTE/ROP Coordinator will consult, advise, assist, and provide leadership to school districts and area coordinating councils in the development, planning, implementation, and evaluation of CTE/ROP courses and services.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL FUNCTIONS:**

Assists in planning, developing, implementing, and evaluating activities in relation to CTE/ROP.

Acts as liaison among school districts and community agencies and the San Diego County Office of Education regarding CTE/ROP programs.

Formulates and maintains program budgets for assigned responsibilities.

Advises school district personnel as to the programs and services available through the CTE/ROP and the San Diego County Office of Education.

Assists in the development of surveys and analyses of job market and population needs.

Assists with the selection of teaching aids, materials, and equipment for CTE/ROP courses.

Assists in the identification and enrollment of secondary school students, out-of-school youth, and adults into CTE/ROP courses.

Assists in the planning and implementation of in-service education programs for teachers and administrators within the county.

Confers with PTA's, industry, unions, and employment services to obtain cooperation and support for CTE/ROP, vocational, and applied technology education.

Works collaboratively with other divisions of the San Diego County Office of Education in the overall development of CTE/ROP school to career transition.

Assists in the general operation and management of the designated subjects credential program.

Provides leadership and guidance to districts in the Carl Perkins Grant application and reporting.

**NON-ESSENTIAL FUNCTIONS:**

Perform related duties as assigned.

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

Possession of, or eligibility for, a California Administrative Services Credential

**EDUCATION AND EXPERIENCE:**

Possession of an advanced degree in education, business, public administration, or other field related to the position; and at least three years coordination/administration experience in CTE/ROP and career and applied technology education.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:** the State Education Code as related to CTE/ROP; current occupational trends; methods used in effective teaching and occupational education program development; programs and services of the CTE/ROP; research methods; and career technical education teaching credentials

**ABILITY TO:** formulate, implement, and/or coordinate effective occupational programs; prepare clear and concise reports and recommendations; and establish and maintain effective working relationships.

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

Office environment

Position may require transportation to and from various worksites.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

Revised: 7/06, 08/12