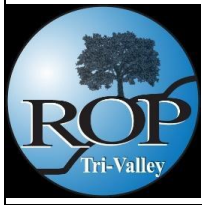


PLEASE POST



Tri-Valley Regional Occupational Program
 1040 Florence Road, Livermore, CA 94550
 Phone (925) 455-4800 • Fax (925) 449-9126
"Careers by choice, not by chance."

CONTRACTED POSITION ANNOUNCEMENT

TITLE:	SWP K12 PATHWAY COORDINATOR Serving Dublin, Livermore Valley Joint, and Pleasanton Unified School Districts
EMPLOYMENT TYPE:	Contractor
WORK YEAR/SCHEDULE:	July 1, 2022 – June 30, 2023; schedule varies, temporary contract position
LOCATION:	Tri-Valley ROP
DATE POSTED:	September 7, 2022
STARTING DATE:	To be determined
CONTRACTED RATE:	\$90.00 Hourly (average 30 hours a week and not to exceed 200 days)
APPLICATION PROCEDURE:	If you believe you are qualified for this position and are interested in applying, please go to EdJoin.com and complete a Classified application, letter of interest, resume, and three letters of current professional reference. INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED

General Description:

The K12 Pathway Coordinator seeks to improve the performance of the K14 CTE programs within her/his service area as measured by the CTEIG, K-12 SWP Metrics and guided by the K14 Pathway Quality Rubric. This is done through: providing direct support to, and helping to link and align the program development efforts funded by CTEIG, K-12 SWP and Community College Strong Workforce Program investments in the service area; through drawing attention to and engagement with labor market and program performance information and the region's workforce development plan; and through coordination with other regional key talent including the K-14 TAP, Regional Directors for Employer Engagement, the Centers of Excellence, Guided Pathway Regional Coordinators, and the Regional Consortium.

Performance Responsibilities:

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Example of Duties)*

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned.

1. Act as a point of contact for and work with high school and community college CTE programs, Regional Directors for Employer Engagement, the Centers of Excellence and other workforce development stakeholders to effectively and efficiently engage employers and industry representatives with the intent of building and strengthening K14 pathways that respond to industry needs and facilitating industry connections with K–14 career technical education programs.
2. Provide technical assistance to inform the development and implementation of CTE curriculum. Support faculty collaboration to ensure sequential CTE courses align with regional post-secondary pathways.
3. Facilitate the use of data to identify existing pathways and gaps among K12 and community colleges and help make recommendations for furthering pathway development.
4. Inform and support the development and implementation of college and career exploration. Liaise with LEAs to ensure college and career exploration are embedded within CTE courses.
5. Support postsecondary transitions and completion. Encourage and facilitate the intersegmental work between LEAs and Community Colleges.
6. Provide technical assistance to inform the development of work-based learning opportunities.

Required Activities:

The following are the minimum required activities; others may be added to meet project objectives.

1. Engagement with the regional consortia
 - a. Regular engagements with Regional Consortia Chair, K14 TAP, Regional Directors for Employer Engagement and other Technical Assistance Professionals associated with the work to ensure consistent reporting and accountability.
 - b. Participation in the region's annual process for developing and revising its regional plan.
2. Partnerships with local education agencies
 - a. Support connection with feeder K12 administrators, counselors, and teachers.

- b. Work with LEAs to increase knowledge and use of labor market data supplied by the CCCCO Center of Excellence.
3. Data use
 - a. Facilitate the use of data to identify existing pathways and gaps among K12 feeder districts and help make recommendations for furthering pathway development.
 - b. Assist LEAs and community colleges with using Cal-PASS Plus to assess student's transitions from K12 to community college.
 - c. Identify and use indicators to self-assess.
 - d. Identify and use data to review K14 pathway development and implementation.
4. Dissemination of Model Pathways and Curriculum
 - a. Assist K12–community college network development by identifying, documenting, and disseminating examples of emerging, promising, and best practices for pathway development and pathway improvement initiatives.
 - b. Plan and implement training and professional development for local districts and schools.
5. College and career exploration
 - a. Participate in on/off-campus student outreach and recruitment activities related to K-14 career pathways, including pre-enrollment advising, application workshops, college presentations, campus tours, campus visit programs, outreach conferences, college fairs, and other support services.
6. Post-secondary transition and completion
 - a. Encourage high-quality implementation and expansion of early college credit.
 - b. Coordinate with local community college's Office of Outreach to support a comprehensive program of student outreach and recruitment services for prospective students from feeder K-12 school districts.
 - c. Coordinate with Student Services in advising and support services designed to facilitate course registration for concurrently enrolled high school students; collaborate with instructional divisions to develop and coordinate course offerings at area high schools.
 - d. Develop and direct programs to inform K-12 students, teachers, counselors, parents, and the public about pathway opportunities available at partnering community colleges.
7. Work-based learning
 - a. Engage local support from industry and local workforce development agencies for implementation of CTEIG and K12 Strong Workforce Program to promote relevance and value of education pathways for students' career preparation.
 - b. Coordinate industry and workforce development outreach efforts with the K14 Technical Assistance Providers, California Community College Regional Directors and State Department of Education Industry Sector Leads.
 - c. Support implementation of career exploration curriculum, such as CalCRN and *Get Focused, Stay Focused*.
8. Coordinate with Statewide, regional and local development and distribution of student outreach publications and marketing communications to prospective students, school district personnel, and community members.
9. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES:

- Career exploration and labor market information.
- California K12 data collection systems and practices.
- Personnel and budget management principles, procedures, and strategies.
- Principles and methods of program planning, including program review and the development and evaluation of student learning, service area, or program learning outcomes.
- Public relations, group presentations, and effective communication in a diverse environment.
- Student advisement, public speaking, workshop development, and group facilitation principles and practices.
- K12 and Community College Career Technical Education programs.
- Principles and practices of project management.

Skill and/or Ability to:

- Conduct meetings, facilitate groups and workshops.
- Develop and administer a comprehensive program work plan, budget, and outcomes.
- Establish and maintain collaborative working relationships with industry, faculty, staff, students, and the public.
- Be sensitive and committed to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population.
- Use computer software for word processing, spreadsheets, databases, presentations, and information sharing and communication.

- Communicate clearly, concisely, and effectively both orally and in writing with industry, students, staff, faculty, outside agencies, and the public.
- Travel to off-campus functions and transport presentation materials and equipment.
- Organize and conduct special events in conjunction with other college departments and programs.
- Attend instructional and student services meetings, as well as local, regional or State Career Pathway and Dual Enrollment meetings, as needed.
- Represent K12 Strong Workforce Pathways at relevant state and federal conferences and industry events.

QUALIFICATIONS, EDUCATION and/or EXPERIENCE:

The following requirements demonstrate possession of the minimum knowledge, skills, and abilities necessary to perform the duties of the position.

- Bachelor’s degree from an accredited college or university and three full years of full-time K-12 school district, county office of education, college, or university work experience in a lead position. Demonstrated sensitivity to and understanding of the diverse cultures of high school and community college students.
- K-14 advising, career pathway and/or grant experience. (Desired)
- Experience working with special populations students. (Desired)
- Valid California Motor Vehicle Operator’s License.
- Contractor eligibility includes Tuberculosis (TB) clearance and Department of Justice fingerprint clearance for the TVROP.

Insurance

Consultant shall maintain at all times adequate insurance to protect TVROP from claims under Worker’s Compensation Acts, and from claims for damages for personal injury, including death, and damage to property, which may arise as a result of Consultant’s performance of duties under this agreement. The Consultant is required to provide proof of this insurance to TVROP as a condition of this agreement and TVROP reserves its’ rights to require greater coverage amounts if it deems it necessary to do so.