

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Coordinator, Regional Occupational Program	<b>CLASSIFICATION:</b>	Non-Represented Management, Certificated
<b>SERIES:</b>	Coordinator II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	1941	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Academic Office	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Director, Linked Learning	<b>BOARD APPROVAL:</b>	10-25-99
		<b>BOARD REVISION:</b>	12-06-99
		<b>HR APPROVAL:</b>	06-11-10; 07-01-15

**BASIC FUNCTION:**

Assume district-wide functional responsibility for the coordination, planning, organization, control, and evaluation of the district's Regional Occupational Program (ROP), Career Technical Education Program funded under the Carl Perkins Act, School-to-Work Programs, Workforce Investment Act (WIA), and Youth Employment Programs.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Coordinate and supervise the activities outlined in the Comprehensive Plan for School-to-Work (K-12), all Career and Technical Preparation/Vocational Education Programs. **E**

Coordinate the district's Comprehensive Youth Employment Programs in cooperation with the California Department of Education and the Sacramento Employment and Training Agency. **E**

Act as a voting representative with all regional consortium advisory boards; act as a liaison with the Sacramento County Office of Education. **E**

Support and connect educators and business partners by developing career preparation and work-based learning opportunities that prepare students for their future; act as a liaison with all business contacts. **E**

Serve as a district resource person pertaining to federal and state requiring youth employment and vocational education requirements. **E**

Assist the district in implementation of policies, procedures, and administrative regulations. **E**

Provide leadership in the development of high school ROP courses, career academies, and career paths; provide assistance in establishing innovative high school programs in coordination with the high school segment administration. **E**

Identify and communicate vertical career pathways from the primary to secondary levels. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Prepare federal, state, and local applications, reports, and surveys. **E**

Utilize appropriate data to evaluate and make recommendations regarding program effectiveness, program needs, and staffing requirements. **E**

Provide technical expertise, information, and assistance to assigned supervisor regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Communicate and collaborate with other administrators, district personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Assist with the preparation of the annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines; develop projections, and oversee reporting activities or categorical funding sources. **E**

Develop and implement long and short-term plans and activities designed to enhance assigned programs and services, and assure an economical, safe, and efficient work environment. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Bachelor's degree, and three years of certificated experience in public education with experience or training in ROP, business partnerships, and curriculum development.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance; Administrative Services Credential.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Planning, organization, and coordination of the Regional Occupational Program, Comprehensive School-to-Work, Career and Technical Preparation/Vocational Education Programs, Workforce Investment Act (WIA), and Youth Employment Programs.

Curriculum standards.

Policies, objectives, and terminology of the programs.

Budget preparation and control.

Applicable laws, codes, regulations, policies, and procedures.

District organization, operations, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

##### **ABILITY TO:**

Plan, organize, and coordinate the Regional Occupational Program, Comprehensive School-to-Work, Career and Technical Preparation/Vocational Education Programs, Workforce Investment Act (WIA), and Youth Employment Programs.

Plan, organize, and coordinate instructional programs.  
Develop Board-approved curriculum.  
Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
Establish and maintain effective working relationships with high schools, outside agencies, staff, parents, and the community.  
Communicate effectively, both orally and in writing.  
Interpret, apply, and explain rules, regulations, policies, and procedures.  
Analyze situations accurately, and adopt an effective course of action.  
Plan and organize work to meet schedules and timelines.  
Prepare comprehensive narrative and statistical reports.  
Supervise and evaluate the performance of assigned staff.  
Operate a computer and related software.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bending at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

*(Former Classification: Coordinator II, Alternative Education and School-to-Work)*

**HEALTH BENEFITS:** Management employees purchase their own health benefits with district-offered plans.