

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	College and Career Experience Coordinator	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Coordinator II	FLSA:	Exempt
JOB CLASS CODE:	9823	WORK YEAR:	12 Months
DEPARTMENT:	College and Career Readiness	SALARY:	Range 11 Salary Schedule A
REPORTS TO:	Assigned Supervisor	HR APPROVAL:	3/3/2022
		CABINET APPROVAL:	1/26/2022

BASIC FUNCTION:

Support school sites with building K-12 College and Career experiences that support grade level learning. Collaborate with Curriculum and Instruction, Youth Development, and other central office departments to ensure College and Career Experiences align and support grade level standards. Plan, organize, and coordinate College and Career field trips; coordinate district-wide, in-person and virtual field trips; receive, process, and maintain Field Trip Request Forms; develop partnerships with business and community partners, coordinate with community and business partners to organize industry-based student presentations; schedule field trips with destination facilities; analyze data and compile reports to improve the effectiveness of the College and Career experience process; provide assistance and support to school site administrators and staff in the implementation of the college and career experience process.

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.)

Represent the district in matters pertaining to college and career experience trips in dealing with the community, organizations, and other school districts. **E**

Assess, identify, analyze, and prepare risk mitigation tactics; perform quality assurance; monitor and report on activity effectiveness. **E**

Support k-12 schools develop a college and career culture by developing grade level college and career experiences. **E**

Establish partnerships with all business industry sectors and coordinate visits for all K-12 Schools. **E**

Collaborate with Work-Based Learning Coordinator to offer relevant college and career experiences. **E**

Collaborate with school site administrators, counselors, teachers, and community to coordinate school site college and career fairs and experiences. **E**

Participate in any relevant and strategic advisory boards. **E**

Collaborate with the Curriculum and Instruction Department to develop standard-based/relevant grade-level experiences. **E**

Collaborate with the Lead teacher community of practice. **E**

Prepare various management reports pertaining to student transportation; which include cost analyses and projections. **E**

Prepare spreadsheets for the department with all trip information and expenses throughout the year. **E**

Communicate with other departments, district staff, and outside organizations regarding the field trip guidelines, policies, and procedures. **E**

Communicate on an ongoing basis with district administration, departments, school site staff, parents, and Transportation Department staff regarding the coordination and scheduling of all trips and events. **E**

Coordinate transportation to colleges, universities, and business industry partners; coordinate and maintain a field trip data management system. **E**

Coordinate the preparation and maintenance of a variety of department narratives, statistical reports, records, correspondence, and files related to field trip services, activities, and operations. **E**

Analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Coordinate with the Risk Management Department to manage field trip staffing needs and delegate roles and responsibilities as appropriate; review and approve field trip requests forms; ensure the appropriate ratio of volunteers and staff are assigned to participate on field trips. **E**

Communicate, collaborate, and develop effective relationships with administrators, district personnel, community agencies, and organizations to coordinate activities, improve services, resolve issues, and exchange information; model district standards of ethics and professionalism. **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**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to Bachelor's degree in business administration, public administration, school counseling, or related field. Additional qualifying experience may substitute for the required education on a year for year basis. Five years of experience working in K-12 education.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, provide personal automobile, and proof of insurance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Budget preparation and control.
- Applicable laws, codes, regulations, policies, and procedures related to general liability, workers' compensation, risk management, and disability management.
- School district organization, operations, and objectives. Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Principles and practices of management.
- Evaluation approaches, strategies, and techniques.
- Operation of a computer and related software.

ABILITY TO:

- Establish and maintain cooperative and effective working relationships with others.
- Lead and work with school improvement in initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- 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.
- Work independently with little direction.
- Plan and organize work to meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- 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; constant interruptions.

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; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied individuals; tasks consistently deal with immediate response requirements and a stressful work environment.

HEALTH BENEFITS:

Management employees purchase a portion of their health benefits with District-Offered plans.