

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: COORDINATOR - COLLEGE AND CAREER PATHWAYS

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, develops and manages a suite of college and career support services to increase equity, innovation impact within Santa Clara County school districts, and internal Santa Clara County Office of Education (SCCOE) managed programs; aligns all services with the mission, goals, and values of the SCCOE; uses data, grant opportunities, and contracted services to leverage results and ensure that all students receive premium services; cultivates collaboration and strategic partnerships to amplify results and co-create healthy and sustainable student-centered professional ecosystems that include students, educators, families, community-based organizations, government agencies, and region-specific industries.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Articulates and manages program-scale short, medium, and long-term goals and objectives.

Manages a program team, depending upon available funding and staff sizes, that may include employees, professional experts, and contracted service providers who will assist with implementation of both college and career support services.

Engages in data analysis and listening campaigns with district and site interest-holders, to find or create professional development, coaching, and technical assistance support curricula and delivery methods; prepares written reports of the findings and develops action plans to address the findings.

Works with internal departments to identify, apply for, and manage grants to support internal and external work aligned with the SCCOE goals and values and ensuring all grant deliverables are met.

Develops and implements initiatives and professional development opportunities with a special emphasis on personalized success planning, real-world experience, closing the opportunity gaps, and helping underrepresented youth achieve a family-level Bay Area living wage, using both college and career readiness tools in the process.

Hosts or co-hosts annual events such as College Week and High-Wage/High-Tech Multi-Sector Week and prepares written reports of the events for the County Superintendent.

Develops and maintains strategic partnerships with innovative partners to initiate and maintain pilot projects, initiatives, and multi-region projects to increase impact on students and advance the field.

Participates in youth-centered initiatives to align programs and services with lived experiences and authentic needs of youth from our service region.

Attends a variety of conferences, departmental and interdepartmental meetings as assigned; provides expertise and technical assistance as needed; attends and participates in SCCOE meetings and events.

**OTHER DUTIES:**

Performs other duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:****KNOWLEDGE OF:**

Collaborative leadership and engagement theory, project management systems, adult learning;  
 Group facilitation, as they relate to the mission, goals, and values of the SCCOE;  
 Anchor elements of both college and career readiness standards, programs, support services, and tools to support districts, sites, and students.  
 Development and management of complex projects, with multiple interest-holders, including strategic, logistical, and financial elements;  
 Opportunity gaps between student groups and strategies for educators and students to solve complex problems like climate response, social justice, and cultural proficiency;  
 Data collection tools, analysis, and research strategies to craft problems of practice, implement plans, and maximize impact, and efficient use of limited financial and human resources;  
 Communication strategies to effectively lead, support, and implement change;  
 Decision-making processes to exercise inclusive decision-making norms, model professionalism, ethics, integrity, justice, and equity, and coach others to the same standards;  
 Collaboration strategies to access and promote best practices and leverage results through collective impact and group norms to meet the goals of the program.

**ABILITY TO:**

Establish and maintain cooperative and effective working relationships across a wide range of individuals and partners;  
 Write and manage grants to support SCCOE and district program needs, and support services, especially grants that test and advance innovative practices related to college and career readiness;  
 Coordinate and deliver professional development services in the college and career domains;  
 Manage contracts and deliverables from contracted service providers, with help from administrative assistance staff;  
 Represent the SCCOE on sub-regional, regional, and state committees;  
 Facilitate a strengths and assets-oriented approach for staff to promote teamwork within the program, department, organization, and with district and other partners;  
 Interpret, apply, and explain rules, regulations, policies, and procedures;  
 Establish and maintain cooperative and effective working relationships with others;  
 Operate a computer, assigned software and office equipment;  
 Analyze situations accurately and adopt an effective course of action;  
 Collect and assemble data and navigate assigned software systems;  
 Meet schedules and timelines;  
 Work independently with little direction and collaborate with individuals and teams;  
 Plan and organize work;  
 Maintain records and files;  
 Prepare comprehensive narrative and statistical reports;  
 Communicate effectively both orally and in writing.

**LEADERSHIP TEAM COMPETENCIES:**

Develops and fosters effective individuals and teams;  
 Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;

Demonstrates emotional intelligence;  
Models inclusive, effective, and authentic communication;  
Applies knowledge of the intersectionality of race, equity, and inclusion;  
Builds and sustains positive, trusting relationships;  
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a master’s degree in education, leadership, organization, or related field and five (5) years of teaching or college and career counseling experience, including increasingly responsible experience conducting professional development activities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential  
Valid California Teaching or Pupil Personnel Services Credential  
Valid California driver's license

\*Applicants enrolled in an Administrative Services Credential Program may be considered.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Driving a vehicle to conduct work  
Evening or variable hours to attend meetings or conferences

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information;  
Seeing to read a variety of materials;  
Walking, bending, reaching, standing, and stooping;  
Sitting for extended periods of time;  
May require occasional lifting/lowering, pushing, carrying, or pulling up to 20lbs;  
Dexterity of hands and fingers to operate a computer keyboard;

DocuSigned by:  
*Larry Oshodi* 12/18/2023 | 3:16 PM PST  
Approved: Larry Oshodi Date  
Assistant Superintendent-Personnel Services

DocuSigned by:  
*Mary Ann Dewan* 12/18/2023 | 3:16 PM PST  
Authorized: Mary Ann Dewan, Ph.D. Date  
County Superintendent of Schools