

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

CLASS TITLE: Education Program Coordinator, Vocational Services

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

To coordinate, plan, and organize the activities and operations related to the Career/Vocational Education program and to serve as a liaison to schools, counselors, administrators, local agencies, community representatives, and parents regarding program policies, procedures, activities, operations, and requirements. Employees in this classification limited supervision within a broad framework of policies and procedures. Employees in this job class lead the work of and participate in the evaluation of other program employees. This job class exercises responsibility for providing routine administrative and technical support services related to the day-to-day operations of assigned program and provides direction to assigned staff in meeting established program goals and objectives. This class exercises initiative and independent judgement in administrative decisions and policy making.

TYPICAL DUTIES

Coordinates the day-to-day office operations; coordinates work of and facilitates communication among program staff

Processes administrative details not requiring immediate attention of the Program Manager

Assists in planning, organizing, coordinating, and supervising the activities and operations of a grant-funded work training program

Oversees and monitors transition process for special education students, from school age to adult

Monitors and records contract/budget expenditures, evaluates existing budgets, and makes recommendations for revisions and future budgets

Prepares a variety of comprehensive county/state/federal reports related to program enrollment, attendance, participants, and programs

Attends vocational education conferences and workshops, teacher in-services, teacher meetings, and Advisory Committee meetings

Prepares a variety memorandums and correspondence related to assigned activities and functions

Compiles resources and maintains files related to work training

Plans, facilitates, and oversees special program events, such as fairs, shows, parent nights, and job shadowing/mentoring days

Oversees and participates in the establishment of work training sites

Promotes training programs to employers, develops individual training and employment plans using acquired data, career assessment, results, client interest, and goals

Contacts and conducts grant-funded work training to business owners and employers to develop employment opportunities for program participants

Assists employers in developing and reviewing job standards to identify jobs that can be occupied effectively by program participants

Responds to a variety of inquiries relating to work permits, labor laws, and grant-funded program

Effectively uses word processing, database, and spreadsheet software application programs in the course of assigned duties

Operates standard office equipment including a personal computer, typewriter, copier, fax machine, printer, and other peripheral

Confers with and serves as a resource to students, parents, secondary and post-secondary teachers, guidance counselors, employers, and parents

Oversees the publication of brochures, pamphlets, and forms for prospective clients, agencies, and employers

Performs related duties as assigned.

## EMPLOYMENT STANDARDS

### Possession of:

A valid California driver's license with a driving record that meets the insurance requirements of the County Office of Education

### Knowledge of:

Effective office principles, procedures, and practices including indexing, filing systems and maintenance, telephone techniques

Proper report writing, document construction and editorial enhancement techniques

Applicable state and federal law, policies, procedures, regulations, rules, and statutes

Work experience, school-to-career, and job training programs and counseling techniques

At-risk behaviors, skill sets, disabilities, and needs of special populations

Economics, local labor market and job market conditions and trends

Personal computer operations, peripheral devices, and software programs used for word processing, spreadsheets, web-enabled databases, web technology, and graphics

Financial record-keeping and budget principles, procedures, and management techniques for grant-funded programs

Proper English usage, spelling, grammar, vocabulary, and punctuation

Ability to:

Effectively analyze job opportunities in business community that would be compatible with specific vocational skills of special needs students

Effectively facilitate the transitions of students into adult working environments, reinforcing positive work ethics

Effectively interact with diverse cultural special education student communities as well as large groups and be sensitive to the needs of disabled students

Read, comprehend, and interpret applicable state and federal laws, rules, regulations, statutes, and ordinances, including the American with Disabilities Act (ADA) as needed with employment issues

Understand and carry out both oral and written instructions in an independent manner

Coordinate, plan, develop, and organize the day-to-day administrative services and office operations in Career Development/Vocational Education

Plan and coordinate events of variable size, facilitating communication between parents, professionals, educators, and colleagues

Effectively communicate in both oral and written forms

Effectively facilitate and conduct meetings and in-service training sessions

Prepare, monitor, and evaluate program budgets and expenditures according to grant-funding guidelines

Quickly identify problem areas and situations, effectively analyze problem causes, and take appropriate action to resolve problems identified

Prepare, edit, and distribute correspondence, written reports, promotional materials, and publications with clarity and precision

Effectively use word processing, database, and presentation software application programs

Operate a variety of standard office equipment including, but not limited to, a laptop/personal computer, fax machine, calculator, copier, and other peripheral equipment

Establish and maintain a cooperative relationship with those contacted in the course of assigned duties.

EDUCATION AND EXPERIENCE

Generally, any combination of education or experience that could provide the required knowledge and abilities is considered as qualifying. A typical method of demonstrating these qualifications would be:

- Bachelor's degree with a major coursework in public administration, education, management or a related field; and

- At least three years of progressive experience in coordinating, planning, and organizing the administrative and operations of an educational program preferably in school to career, occupational training, and work experience programs.

**BARGAINING UNIT: Office, Technical, and Business Services (OTBS) Unit**

**WORKING CONDITIONS:** Duties are primarily performed in an office environment while sitting at a desk and at various school or program sites. Incumbents are subject to contact with or constant interruptions by staff, parents, or external agencies, demanding compliance issues or legal timelines.

**PHYSICAL DEMANDS:** Incumbents regularly sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate desktop computer keyboard or other office equipment, reach with hands and arms, stoop, kneel, or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds.

Personnel Commission Approval: 09/07/84

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