



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Project Manager, Career Education**

**Class Code: 1453**

**Work Days: 225**

**GENERAL PURPOSE**

Support the development of Career Education across Orange County school districts, businesses, and community partners; assist coordinators of assigned career education programs/services; serve as a technical resource to school district community partners; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. May exercise direct supervision over professional, technical, and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.
  2. Serve as a public relations liaison between the Orange County Department of Education and its districts and community partners, including business and industry, public and private agencies, colleges, universities, and non-profit organizations related to career education.
  3. Solicit business and community partnerships to procure work-based learning opportunities, such as internships, job shadowing, and real-world projects.
  4. Negotiate internship contracts and ensure employer satisfaction with student performance.
  5. Train internship supervisors, ensure student safety, and monitor regulatory compliance.
  6. Attend meetings of local chambers of commerce, community colleges, and professional, business, and community organizations.
  7. Serve on various committees and project teams related to career education.
  8. Organize and schedule trainings, workshops, meetings, and special events, assist in their development and implementation, and develop and prepare related materials.
  9. Provide technical assistance and information to district staff, parent groups, and community groups affiliated with the educational program(s); and provide information on Career Education and related issues.
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10. Enlist the cooperation of members and partner organizations in the development of work plans for contributions, curriculum development, professional development, workshop delivery, technical assistance, and resource management.
  11. Maintain records and develop reports on pertinent topics concerning new or ongoing programs and program effectiveness; maintain records for student programs and activities; and prepare statistical reports as required.
  12. Represent OCDE and market career education programs at community business and organizational events and meetings.
  13. Serve on and participate in relevant committees and project teams.
  14. Maintain awareness of new developments in education and Career Education and incorporate new developments into programs as appropriate.
  15. Demonstrate attendance sufficient to complete the duties of the position as required.
  16. Perform related duties similar to the above in scope and function as required.

#### **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

##### **Knowledge of:**

1. Recent developments, current literature, and sources of information related to Career Education and current educational programs.
2. Basic operations, services, activities, and guidelines of Career Education instructional programs.
3. Modern principles and practices of education program development and implementation.
4. Advanced level computer technology and software applications.
5. Pertinent federal, state, and local laws, codes, and regulations.

##### **Ability and Skill to:**

1. Keep abreast of new developments in Career Education as they relate to the creation, delivery, and support of Career Education.
2. Recommend and implement goals, objectives, and practices for providing effective and efficient services and programs.
3. Plan, direct, and coordinate various programs and services.
4. Elicit community and organizational support for services and programs.
5. Establish and maintain effective working relationships with various constituencies.
6. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Communicate clearly and concisely, both orally and in writing, in English; and present information effectively in front of both large and small groups.

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**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in education, organizational management, communications, public relations, or related fields and three (3) years of experience in program management, public relations, or community outreach programs related to education; or an equivalent combination of training and experience.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

**Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is fast-paced with variable pressure.