



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

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**Coordinator, Alternative Education CTE**

**Class Code: 1518  
Work Days: 225**

**GENERAL PURPOSE**

Manage, supervise, assign, review, and participate in the work of staff responsible for developing and implementing Career Technical Education (CTE) programs for Alternative Education; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. Exercises direct supervision over professional, technical, and/or clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work 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; implement policies and procedures.
  2. Responsible for daily oversight of CTE programs and activities including monitoring and coordinating with assigned staff, community agencies, business partners, colleges, universities, and other parties involved with the program.
  3. Oversee data collection, analysis, and report creation.
  4. Prepare and present a variety of reports, records, and data for assigned programs.
  5. Ensure that all assigned programs meet the federal, state, and local required components.
  6. Assist with the preparation and administration of the program budget for assigned area; submit budget recommendations; monitor and approve expenditures.
  7. Support Site Administrators with facilitation and/or participation in CTE programs.
  8. Participate in the development and implementation of in-service training for staff development.
  9. Attend and participate in the professional group meetings; stay abreast of new trends and innovations in the field of CTE and education.
  10. Coordinate coaching, mentoring, and networking activities for participating teachers.
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### **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):**

11. Supervise the preparation and approval of new CTE courses, including the integration of academic standards and University of California “a-g” requirements.
12. Select, train, supervise, and evaluate personnel; work with employees to correct deficiencies.
13. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
14. Plan, prioritize, assign, and review the work of staff; prepare work schedules for appropriate staff.
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. Current trends in Career Technical Education and State Standards and Frameworks.
2. Effective staff development practices, techniques, and delivery systems.
3. Recent developments, current literature and sources of information related to program.
4. Principles of effective supervision, leadership, training, coaching and performance evaluation.
5. Procedures, methods, and techniques of project and workflow management and organization.
6. Basic procedures, methods, and techniques of budget preparation and control.
7. Modern principles and practices of program development and implementation.
8. Pertinent federal, state, and local laws, codes, and safety regulations.
9. California Education Code, Administrative Code, and the policies, rules, and regulations of the County Schools Office.

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

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Recommend and implement goals, objectives, and practices for providing effective and efficient CTE programs.
4. Elicit community and organizational support for CTE programs.
5. Develop, implement, and follow appropriate schedule and project management systems as well as general organizational systems.
6. Establish and maintain effective working relationships with various constituencies.
7. Interpret and explain laws, codes, contracts, policies, and procedures.

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**Ability and Skill to (cont.):**

8. Develop and present training materials.
9. Prepare clear and concise correspondence, reports, and other written materials.
10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
11. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Master's degree from an accredited college or university with major course work in education and leadership. Five years of increasingly responsible teaching or educational experience with at-risk students.

**Licenses; Certificates; Special Requirements:**

A valid California teaching or service credential.

A valid California Administrative credential.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 30 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

**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.

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## **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 the essential functions.*

Employee typically works in an office environment that is fast paced with moderate pressure. Program needs may require work in the evening and/or weekend hours.

9/2018