



## **TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION COORDINATOR, CAREER AND COLLEGE READINESS**

### **DEFINITION:**

Under the general direction, this position serves as a leader in the development and implementation of all career and college related resources and programs. This position will work closely with Golden State Pathways Regional Technical Assistance Center consortium members (Humboldt COE) to provide services to the county as well as other regional duties.

### **ESSENTIAL FUNCTIONS AND JOB DUTIES:**

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

#### *Program Implementation:*

- Provide general supervisory support to those working within the Career & College Resources Department, including but not limited to: Talent Search, K12 SWP, and GSP RTAC.
- Support Career & College Resources program staff to implement action plans and deliver appropriate resources.
- Deliver relevant presentations at events and activities to disseminate information about career and college success.
- Document local and regional practices to inform public policy.
- Attend and present at statewide professional development meetings and activities.

#### *Information Dissemination and Communication:*

- Stay up to date with the best practices and trends in career and college development as well as related instructional resources and methods and share information with appropriate stakeholders.
- Gather and disseminate relevant information to educators, youth, parents, and community members.
- Build and maintain strategic alliances and key partnerships with community-based organizations, higher education institutions, schools, service provider agencies, businesses, parents, foundations, etc.
- Compose and disseminate relevant and appropriate correspondences to appropriate stakeholders.
- Participate in the development of information and systems to establish communications to schools. Promote multilingual and multicultural learning environments.

#### *Partnership Building and Advocacy:*

- Develop key community relationships through Tehama County in an effort to enhance outreach, reduce duplication of services, and to streamline service delivery to youth, parents, educators, and the community.
- Apprise members of the TCDE Board, TCDE Cabinet, and key stakeholders of relevant career and college information, action plan development/implementation, as well as with information regarding effectiveness of strategies.
- Assure Career & College Resources program staff representation on related community advisory boards and committees.
- Collaborate with strategic community/education partners to develop/implement appropriate activities, which are consistent with program goals and objectives.
- Support local districts in seeking sustainable funding for local district career and college



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programs.

- Advocate for county/regional needs to state organizations.

*Administrative Tasks:*

- Seek ongoing and sustainable funding for department programs.
- Compile data and complete reports related to program activity.
- Develop, maintain, and monitor department budgets.
- Maintain accurate records and completes reports.
- Select, train, supervise and evaluate staff as assigned.
- Drive frequently for department business using own transportation. Perform other duties as assigned.

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described;

- Master's degree or equivalent skills.
- Experience in Career Technical Education (CTE), major course work in CTE curriculum and instruction.
- Experience in educational leadership preferred.

KNOWLEDGE OF:


- Current state and federal Career Technical Education, and Career readiness regulations, Educational curriculum and instructional goals and objectives, and the educational trends and research findings pertaining to career readiness for students, Effective evidence-based instructional techniques and strategies for The Career & College Resources Coordinator.
- Knowledge of local, regional and statewide resources available to program goals and of Tk-12 content standards, curricula, instructional programs and assessment.
- Characteristics of quality career and college education programs.
- Primary duties and responsibilities will include supporting LEAs with the Golden State Pathway RFA writing, implementation and evaluation.

ABILITY TO:

- Work harmoniously and effectively with administrators, teachers, staff members, district personnel, students, families, and community members.
- Demonstrate highest standards of integrity, honesty, ethics, confidentiality, and professionalism.
- Ability to interact with diverse cultures.
- Stay abreast of current trends, innovations, and practices in education, particularly for career readiness standards.
- Communicate effectively both orally and in writing.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action. Meet schedules and timelines, work independently with little direction, and prepare and maintain various narrative and statistical records, reports and files.
- Maintain accurate records and files.
- Prepare documents and reports within specified deadlines; effectively communicate with staff, parents, and district personnel and outside agencies to ensure the coordination of services and programs to children with identified disabilities.



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LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California driver's license and evidence of insurance.
- Drive frequently for Department business using own transportation.

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

**HRS Office Use Only**

Created: February 28, 2024

Revised: November 8, 2024

**APPROVED**

Print Name: Noelle DeBortoli

Title: Director, Human Resource Services

Signature: 