

Position: Career Technical Education Coordinator	Salary Grade: 47
	BD: 07/18/12 Revised: 12/18/19

**Summary**

Plans, organizes, coordinates and provides technical and logistical assistance in the management and operational functions of district and specially funded programs.

**Distinguishing Career Features**

The Career Technical Education Coordinator provides oversight, coordination, and reporting to external funding agencies, ensuring all grant requests are in alignment with the grant requirements

**Essential Duties and Responsibilities**

- Coordinates, prepares, and submits vocational program applications to secure allocations for funding. Coordinates with a variety of departments to establish timelines and compile required information.
- Coordinates the logistics and implementation of specially funded educational project proposals and applications.
- Assists in supervising support personnel necessary for project implementation and completion.
- Develops and coordinates recruitment, orientation, assessment, screening, and registration procedures for specially funded projects.
- Monitors budget requirements and prepares final reports for major funding sources (e.g., Perkins) that involve compilation of academic, technical, business, and financial outcomes, and interpretation of complex regulations.
- Coordinates preparation and monitoring of specially funded project budgets.
- Monitors and applies current regulatory protocol and procedures as prescribed from Chancellor's office
- Organizes, leads and coordinates activities and events that promote vocational education programs. Coordinates logistics for events to include design of communications and event materials, publicity, and on-site services.
- Designs brochures and other communications introducing and making the community aware of vocational programs. Identifies and develops mailing lists of potential participants for sending communications. Oversees logistics for participants attending promotions for vocational programs.

- Maintains records and files that support compliance with funded career technical education projects. Assists in preparing financial, statistical, and final reports for specially funded projects.
- Maintains currency of knowledge and skills relating to the duties and responsibilities.
- Performs other related duties as assigned.

**Qualifications**

▪ **Knowledge and Skills**

The position requires specialized knowledge of career technical education program goals and objectives, procedures and regulations. Requires a well-developed knowledge of College administrative services, admission procedures, financial aid programs, and instructional programs. Requires specialized knowledge of the role of cultural, social, and related activities in college life. Requires in-depth knowledge of community demographics including the needs of low-income and disadvantaged students, age-appropriate career development, and community resources. Requires a working knowledge of teaching, mentoring, and tutoring techniques as well as study skill development methods. Requires professional-level writing skills to prepare grants and performance reports. Requires math skills sufficient to read and analyze budget information. Requires sufficient human relation skills to make formal presentations, facilitate group processes, and work with others at all levels of the organization.

▪ **Abilities**

Requires the ability to convert program goals into action plans. Requires the ability to evaluate program outcomes. Requires the ability to schedule, assign, and review the work of subordinates in a manner conducive to successful accomplishment of program goals. Must be able to select, supervise, train, and evaluate staff. Requires the ability to plan, prioritize, and assign work in order to meet yearly schedules and timelines. Requires the ability to facilitate meetings and processes involving diverse groups. Requires the ability to secure funding, secure local interagency partnerships, and accomplish goals within financial limitations. Requires the ability to work cooperatively and productively with others.

▪ **Physical Abilities**

Requires ordinary ambulatory skills to travel to outside offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires sufficient auditory skills to carry on conversations in person and over the phone and project voice to a large audience. Requires sufficient hand-arm-eye coordination to use a personal computer keyboard.

▪ **Education and Experience**

The position requires a Bachelors Degree in a accounting or mathematics and four years of experience in grant program coordination and compliance in a higher education environment.

▪ **Licenses and Certificates**

May require a valid driver's license.

**Working Conditions**

Work is performed indoors where minimal safety considerations exist.