



RIALTO UNIFIED SCHOOL DISTRICT

Coordinator: STEM and Related College/Career Pathways and Adult Education Management Job Description

DEFINITION

Under the direction of the Lead Academic Agent Math/Science and College/Career Pathways, the Coordinator of STEM and Related College/Career Pathways and Adult Education, is responsible for the coordination, design, implementation

ESSENTIAL DUTIES

- Coordinates the Career Technical Education programs in the area of STEM and the Adult Education Program.
- Develops program budgets and grant applications in order to maintain current programs and to develop new programs both for Career Technical Education (STEM) and Adult Education.
- Monitors all expenditures under Career Technical Education and Adult Education for compliance with each program's guidelines.
- Develops and coordinates partnerships with labor, business and community organizations in order to facilitate Career Technical Programs and Work Experience in STEM and Adult Education.
- Participates as a member of Tech Prep Consortiums, and Advisory Committees.
- Coordinates Carl Perkins funding to support and improve Career Technical Education programs; gather information from high school sites to develop the Perkins plan and application for funding; monitor all expenditures of funds; submit yearly reports required by the state.
- Ensures that a quality Adult Education program is maintained and that CASAS testing occurs and is monitored on a regular basis.
- Maintains current information on state and federal laws to facilitate the Work Experience Program and oversee the issuance of student Work Permits.
- Coordinates articulation of Career Technical Education classes and Adult education programs with local community colleges.
- Supervises, coordinates and evaluates the staff involved in the Career Technical Education and Adult Education programs.
- Works collaboratively with the secondary school sites and adult education to facilitate programs.
- Completes state required reports in a timely fashion.
- Performs other duties as assigned by the Superintendent and/or Designee.

QUALIFICATIONS

Knowledge of: Career Technical Education Programs for secondary students; Laws, regulations and compliance issues related to Work Experience; and a variety of instructional strategies.

Ability to: Plan, coordinate, and facilitate collaborative relationships, activities and services involving diverse groups of people in accordance with applicable program regulations and requirements; Effectively use time and resources to accomplish project objectives; Effectively use oral and written communication among and to program individuals and institutions; and demonstrate experience in successful teaching methods.

EXPERIENCE AND EDUCATION

Experience: Three (3) years of successful teaching experience, strong experiences in the STEM field, strong professional development, and a valid California K-12 Administrative Credential; EL authorization or equivalent.

PHYSICAL DEMANDS

Physical class:

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Ability to deal with psychological factors:

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High
Dealing with upset employees, parents, community members:	Moderate

Physiologic factors:

Must maintain a high level of consciousness: