

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PATHWAYS PROGRAM COORDINATOR

BASIC FUNCTION:

The Pathways Program Coordinator administers the college's Strong Workforce Program through planning, implementing, managing, and evaluating all outreach, recruitment, targeted marketing, and other pre-enrollment services for prospective students to ensure matriculation and completion of Career Technical Education Certificates and/or Associate of Science Degrees, as well as potential internships, and employment opportunities.

The Pathways Program Coordinator assists the Director responsible for Dual Enrollment with planning, development, targeted marketing, and implementation of projects related to clearly defined audience/community, industry, College and Career Access Pathways (CCAP), K-16 Career Pathways and Strong Workforce Initiatives.

This position will support the facilitation of expanding and improving CTE/Dual Enrollment programs, working with CTE divisions and faculty to serve as a liaison with industry and building marketing and industry partnerships, increasing Career Pathways, K-14 Articulation and high school Dual Enrollment opportunities. The incumbent will participate in and/or facilitate local and regional professional activities, campus and industry tours, meetings, and potential internships; support faculty with curriculum efforts; and participate in on-campus, local and regional committees. Under the guidance of the Director of Dual Enrollment, they will develop and build relationships with Adult Education programs, K12, universities, businesses, workforce agencies and other groups will also be included. This individual will support activities related to K-12, Adult Education and Career Technical Education.

This position is contingent upon the availability of state and federal grant funding.

REPRESENTATIVE DUTIES:

Communicate educational and career information to a diverse student body regarding Career and College Access Pathways and Career Technical Education program certificates, degrees and transfer requirements, industry certifications, including how to succeed in college and the workplace;

Assist K14 students, teachers and counselors in developing career pathway skill awards, certificates, associate degrees and transfer related requirements and communicating them in written and computerized format;

Maintain current knowledge of local workforce trends regarding current and future employment;

Support and document activities through local, regional, state and federal systems related to Career Pathways, Articulation and Dual Enrollment;

Coordinate outcome measures of Career Technical Education categorical programs with college Institutional Research for Launch board data documentation;

Interpret and apply applicable grant regulations, policies, and procedures;

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Compile, analyze, and present narrative, statistical, and financial reports. Make recommendations as appropriate;

Work with program faculty and deans to assess labor market data supplied by the CCCCO Center of Excellence and other sources and draft plans to address current and projected supply gaps;

Serve as the information source for faculty and staff regarding the Chancellor's Office Strong Workforce Taskforce recommendations and objectives;

Help determine appropriate uses of funds, within state and federal grant guidelines;

Assist in the preparation of reports, as required by grants;

Assist with the coordination of CTE related activities for students and staff;

Implement programs for staff development related to grant outcomes;

Coordinate with the Office of Outreach and School Relations to support a comprehensive program of student outreach and recruitment services for prospective students from area K-12 school districts;

Develop and direct programs to inform K-12 students, teachers, counselors, parents, and the public about educational opportunities available at the college;

Participate in on/off-campus student outreach and recruitment activities related to K-16 Career Pathways/Dual Enrollment, including pre-enrollment advising, application workshops, college presentations, campus tours, campus visit programs, outreach conferences, college fairs, and other support services;

Serve as a liaison to area K-12 school district personnel; foster positive working relationships with faculty, staff, and administrators in area schools; promote the college throughout the community;

Coordinate with Student Services in advising and support services designed to facilitate course registration for concurrently enrolled high school students; collaborate with instructional divisions to develop and coordinate course offerings at area high schools;

Oversee the design and distribution of student outreach publications and informational materials for prospective students, community members, school district personnel related to Career Technical Education Programs, and industry.

Target marketing and communications to local high school faculty and counselors.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Knowledge of career exploration and labor market information;

Personnel and budget management principles, procedures, and strategies.

Principles and methods of program planning including program review and the development and evaluation of student learning, service area, or program learning outcomes.

Public relations, group presentations, and effective communication in a multicultural environment.

Student advisement, public speaking, workshop development, and group facilitation principles and practices.

Community college Career Technical Education Programs.

ABILITY TO:

Conduct meetings, facilitate groups and workshops.

Develop and administer a comprehensive program work plan, budget and outcomes.

Establish and maintain collaborative working relationships with industry, faculty, staff, students, and the public.

Be sensitive and committed to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population.

Use computer software for word processing, spreadsheets, databases, and presentation software.

Communicate clearly, concisely, and effectively both orally and in writing with industry, students, staff, faculty, outside agencies, and the public.

Travel to off-campus functions and transport presentation materials and equipment.

Organize, and conduct special events in conjunction with other college departments and programs.

Serve on campus committees and attends instructional and student services meetings, and local, regional or State Career Pathway and Dal Enrollment meetings, as needed.

Represent the college at relevant state and federal conferences and industry events.

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited college or university and three years of full-time college or university work experience in a lead position. Demonstrated sensitivity to and understanding of the diverse cultures of high school, community college and university students.

Desired Experience:

K-16 counseling, career pathway and/or grant experience;

Experience working with special populations students.

WORKING CONDITIONS:

Typical office setting.

Extensive computer work.

Long periods of standing and sitting.

Ability to carry up to 25 lbs.

Ability to move from one work area to another as needed.

This position is a 12-month position funded by Strong Workforce Program LA County Regional dollars and is contingent on performance and available funding.

Classified Salary Range: 36

Board Approval: November 20, 2017