



PERSONNEL COMMISSION

Class Code: 0664
Salary Range: 46 (M2)

CAREER EDUCATION SUPPORT SERVICES MANAGER

JOB SUMMARY

Under general direction, perform a variety of administrative duties in support of assigned grants and programs such as Perkins, Linked Learning Initiatives, Work-Based Learning (WBL), Career Technical Education (CTE) and Smaller Learning Communities/Pathways (SLC's); monitor grant budgets and expenditures; participate in employer outreach services; oversee, prepare and maintain auditable and detailed records, reports and files; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform a variety of administrative duties in support of assigned grants and programs such as Perkins, Linked Learning Initiatives, Work-Based Learning (WBL), Career Technical Education (CTE) and Smaller Learning Communities/Pathways (SLC's). **E**
- Monitor grant budgets and expenditures; review purchases to assure adherence to expenditure protocols; recommend cost controls and order materials and equipment; confer with vendors regarding materials and equipment. **E**
- Advise site leadership regarding grant budget allocations, purchases, accounting, logistic support, equipment receipts and maintenance; prepare narratives to support the purchase of various grant funded equipment and items; attend site advisory meetings. **E**
- Oversee, prepare and maintain auditable and detailed records, reports and files; compile data for records and reports in compliance with applicable laws, codes, rules and regulations and for program evaluation purposes. **E**
- Confer with WBL instructors to discuss program needs and provide resources; assure offerings are aligned with SLC strategies and target goals; facilitate periodic District advisory group meetings. **E**
- Participate in employer outreach services; interact with local businesses and school partner organizations to build membership in the Education Business Advisory (EBA) and long-term community support for Linked Learning Initiatives and related programs. **E**
- Develop student internships which enhance CTE programs and integrate academic and career-technical instruction; place students in internships; update and monitor intern progress and activities. **E**

- Coordinate and monitor teacher CTE externships which build industry awareness and develop meaningful work-based learning experiences connected to the academic and technical core. ***E***
- Develop and recommend policies, procedures and standards related to assigned projects and programs; advise administrators of unusual trends or problems and recommend appropriate corrective action. ***E***
- Communicate with site administrators, personnel, outside agencies, vendors and businesses to coordinate activities, resolve issues and exchange information; drive a District vehicle to various sites to conduct work. ***E***
- Compose a variety of correspondence and materials concerning assigned grant programs including brochures and newsletters. ***E***
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. ***E***
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. ***E***
- Attend, participate in and facilitate a variety of meetings, conferences and trainings to maintain current knowledge of developments in the field; develop and conduct presentations and in-service workshops as requested. ***E***
- Serve on a variety of committees and special project teams related to assigned programs and activities; participate in the implementation of district reform initiatives such as Linked Learning. ***E***
- Assist with grant writing as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Career Services Support Services Manager performs a variety of administrative duties in support of assigned grants and programs such as Perkins, Linked Learning Initiatives, Work-Based Learning (WBL), Career Technical Education (CTE) and Smaller Learning Communities/Pathways (SLC's). An incumbent participates in employer outreach services and interacts with local businesses and school partner organizations to develop support for Linked Learning Initiatives and teacher externship and student internship opportunities.

EMPLOYMENT STANDARDS

Knowledge of:

Career development and guidance principles.
Purpose and goal of career technical education programs.
Economic and labor market conditions.

Post-secondary and career technical educational opportunities.
Workshop development and oral presentation techniques.
Applicable laws, codes, rules and regulations related to assigned activities.
Principles and practices of supervision and training.
Financial record keeping and cost control procedures.
General budgeting practices regarding monitoring and control.
Research methods and report writing and record-keeping techniques.
Operation of a variety of office equipment including a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Perform a variety of administrative duties in support of assigned grants and programs.
Interact with local businesses and school partner organizations to build working relationships.
Develop and coordinate student internships and teacher externships.
Monitor and control expenditures and budget allocations.
Interpret, apply, and explain applicable laws, codes, rules and regulations.
Confer with instructors to discuss program needs and provide resources.
Compile data and prepare detailed reports and records.
Compose a variety of correspondence and materials.
Plan and organize work.
Speak clearly and effectively before individuals and groups.
Prepare and present oral presentations and workshops.
Train and supervise the performance of assigned staff.
Analyze situations accurately and adopt an effective course of action.
Operate a variety of office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Maintain records and files.

Education and Training:

Bachelor's degree in business, public administration, education or a related field.
Completion of additional graduate units in career counseling and guidance is preferred.

Experience:

Three years of experience in college and career development, work experience programs or school-to-career programs, preferably in a high school setting.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license.

WORKING ENVIRONMENT

Office and classroom environments.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 02/94

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