

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: GRANT COORDINATOR, CAREER PATHWAYS TRUST (CPT)

MANAGEMENT SALARY RANGE: 27

BASIC FUNCTION:

Under the direction of the Director III, Student Programs, plan, organize, coordinate and direct Diablo Gateways to Innovation (DGI) Consortium operations and activities, providing vision and leadership for the development and strengthening of K-16 career pathways in Contra Costa, East Alameda and Solano Counties including educational and training programs and services to enhance learning, achievement and educational outcomes; coordinate and direct communications, information, personnel and budgets to meet student needs and assure smooth and efficient programs and services; supervise and evaluate the performance of assigned personnel. The coordinator will be responsible for convening and coordinating the Consortium Steering Committee, the Executive Committee and the Working Group and monitoring and enforcing adherence to the funded Work Plan. This person will also coordinate and be responsible for the Consortium's annual reporting to the California Department of Education.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, coordinate and direct Diablo Gateways to Innovation (DGI) Consortium operations and activities, providing vision and leadership for the development and strengthening of K-16 career pathways including educational and training programs and services to enhance learning, achievement and educational outcomes

Coordinate and direct communications, information, personnel and budgets to meet student needs and assure smooth and efficient programs and services.

Supervise and evaluated assigned personnel.

Staff, convene and coordinate the major governing bodies of the DGI Consortium: the Executive Committee, the Steering Committee and the Work Group. These are comprised of representatives from 11 school districts, 4 community colleges, 1 California State University, 2 County Offices of Education, two ROPs and numerous community and industry representatives.

Assist in organizing and facilitating the work of pathway-specific Faculty Action Teams.

Administer and oversee contracts with Technical Assistance Providers, Workforce Intermediary Partners and Professional Development Providers funded with CCP grant funds.

Facilitate and coordinate communication to and on behalf of the Consortium with respect to websites, outreach, public relations and reporting.

Organize and manage the annual data collection, upload, integration and reporting of student learning outcomes and other performance measures as specified by the CCPT.

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OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of Diablo Gateways to Innovation (DGI) Consortium operations and activities and K-16 career pathways including; educational and training programs and services to enhance learning, achievement and educational outcomes.

Principles, practices, procedures, techniques and strategies involved in enhancing learning, achievement and educational outcomes of students.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.

Local, state and federal standards and requirements.

Planning, implementing, administering, monitoring and evaluating programs and services.

Managing large-scale collaborative projects.

Employing, supervising and evaluating staff members.

Developing, managing and administering complex budgets.

Knowledge of curriculum and an ability to converse and be credible with faculty at both the K12 and community college levels about curriculum, teaching and learning..

Shared governance principles, the importance of the democratic process and the ability to foster open communication among all divisions, programs and services; adhere to the principles of trust, teamwork and collaboration.

Work effectively with diverse students, staff and faculty, both individually and as a team member

Oral and written communication skills.

Budget preparation and control.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Interpretation and application of rules, regulations, policies and procedures.

ABILITY TO:

Plan, organize, coordinate and direct DGI operations and activities and K-16 pathways including education and training programs and services to enhance learning, achievement and educational outcomes.

Coordinate and direct communications, information, personnel and budgets to meet student needs and assure smooth and efficient programs and services.

Supervise and evaluate assigned personnel.

Oversee the development and implementation of DGI Consortium programs, services, goals, objectives, plans, strategies, systems, projects, processes and procedures.

Establish and maintain partnerships to facilitate and enhance support for identified youth.

Provide consultation and technical assistance.

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Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate and use of personal computers utilizing various software applications (i.e. word processing, spreadsheet and database management software) including the Internet.

Meet schedules and time lines.

Work independently.

Plan and organize work.

Prepare comprehensive technical and statistical reports.

Direct and maintain a variety of reports, records, and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Bachelor's Degree from an accredited college or university, Master's Degree or equivalent from an accredited college or university preferred.

5 years experience with project and/or grant management in projects with similar scope and scale, including experience working with multi-agency and multi-system collaboratives.

Possession of a valid California Administrative Credential preferred; 3 years of full-time, relevant experience, formal training, or leadership in program management in an area related to workforce, economic and community development.

Experience facilitating and leading diverse personnel in team building, conflict resolution, and team projects; Resource development experience with grants, foundations or similar development activities.

Educational experience working as faculty or administrator in the K12, community college systems/and/or college/university system.

Understanding of workforce development systems and how employers and industry partners are the demand drivers for education and workforce programs; understanding of work-based learning.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

WORKING CONDITIONS AND ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.