

K-14 TECHNICAL ASSISTANT PROVIDER

CLASS SUMMARY

Provide regional leadership in the development, administration, and organization of Pathway Improvement initiatives for Career Technical Education Incentive Grants (CTEIG) and partnerships in the K12 Strong Workforce Program (K12 SWP). Develop regional partnerships and engagement with regional stakeholders, including leaders and representatives from the region's local education agencies, community college districts, professional organizations, and local business community. Initiate and facilitate engagement and collaboration of college faculty, secondary teachers and counselors for an effective and efficient launch of pathway improvement initiatives within the region.

REPRESENTATIVE DUTIES

Technical Assistance: Collaborate with K12 Strong Workforce Program partners to develop a regional technical assistance plan, utilizing needs assessment and diagnostic tools focused on career education and early college credit, aligned with guided pathways and regional economic priorities. The regional technical assistance plan will integrate K12 pathway initiatives for K12 Pathway Coordinators and for each Regional Consortia; assist local educational agencies with grant applications; build knowledge base of regional consortium's plan, and align career technical education program objectives with regional consortium's plan; create templates, toolkits, and guides for K12 Pathway Coordinators; identify and analyze organizational barriers in implementing pathways from the field, and pilot regional and state level solutions.

Data Projects: Support consortia in understanding the metrics/outcomes associated with CTEIG Grant and K12 SWP workforce program, their relationship to accountability reporting requirements, and implications for continuous improvement. Responsible for accurate data collection, reporting, use, and communication to enhance K14 pathway transitions and student outcomes (student-level information will be reported through Cal-PASS Plus). Activities to guide initiative development include, but are not limited to: providing assistance to LEAs to gain a common understanding about effective and accurate data collection techniques; ensure submission of CALPADS and other standard reports to Cal-PASS Plus; coordinate with WestEd, to identify student enrollment patterns, industry sector trends, and student outcomes within and across regions; coordinate with the Centers of Excellence to review and disseminate information on the region's current labor market trends and gaps.

Regional Partnerships Convener: Convene an ongoing K12–community college network focused on K12 partnerships with community colleges and businesses to support K12 pathway improvement activities; move network beyond building awareness of pathways to scaling practices in the region, and complement work of the Regional Consortia.

Professional Development: Plan, coordinate and/or implement regional professional development opportunities for K12 Pathway Coordinators, as well as stakeholders on key K14 topics relevant to the region.

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Communication: Identify emerging, promising, and best practices of pathway development and pathway improvement initiatives, and communicate successes of local work within regions and across the state provide policy briefings based on research and evidence of local implementation to inform the CCCCCO and CDE, and to assist policymakers.

Compliance: Develops and disseminates resources and documents including supporting Cal-PASS Plus membership to facilitate data sharing and securing College and Career Access Pathway partnership agreements. Works closely with community college and K12 districts' Human Resource Directors to support instructional services for career pathways that meet the compliance of statutes for collective bargaining agreements. Duties related to compliance include, but are not limited to: submit data for Cal-PASS Plus; create and secure partnership agreements; provide consistent research and professional development regarding any current legal and regulatory changes that would affect pathway program; gathering data and submitting required reports to the state after executive review and approval.

ORGANIZATIONAL RELATIONSHIPS

This position reports to designated administrator/supervisor.

QUALIFICATIONS GUIDE

Required Training and Experience

Bachelor's degree from an accredited college or university and three years of school district, county office of education, college, or university work experience in a lead position.

Knowledge of:

Data tools used to assess student outcomes, program performance, and labor market information; Personnel and budget management principles, procedures, and strategies. Principles and methods of program planning, including program review. Public relations, group presentations, and effective communication in a diverse environment.

Ability to:

Organize and conduct special events in conjunction with college departments and programs. Conduct meetings, facilitate groups and workshops. Instruct practitioners on how to use data tools to assess student outcomes and program performance. 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 presentations. Communicate clearly, concisely, and effectively, both orally and in writing. Travel to off-campus functions and transport presentation materials and equipment. Represent CTEIG and K12 Strong Workforce Pathways at relevant state and federal conferences and industry events. Attend instructional and student services meetings, as well as regional or State Career Pathway and Dual Enrollment meetings, as needed.