

**SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**  
**CLASS TITLE: MANAGER, CAREER and COLLEGE PATHWAYS**

**REPORTS TO:** Executive Director  
**SUPERVISES:** Has supervisory responsibilities

**DEFINITION:**

Under the direction of the Executive Director, Career and College Pathways, develop and facilitate industry partnerships. Define and develop the work experience opportunities necessary to develop sustainable pathways, talent pipelines, and apprenticeships to implement various grants and targeted funding, including but not limited to the K12 Strong Workforce, California Career Pathways Trust (CCPT) and California Apprenticeship Initiative (CAI) grants for SLO Partners. Facilitate SLO Partners' consistent achievement of the industry partnership and consortium goals.

**QUALIFICATIONS:**

Required:

1. Bachelor's degree from an accredited college or university in education or related field applicable to the position.
2. Two (2) years developing and managing programs and organizations with a variety of partners at the district, county, or state level.
3. A valid California driver's license.
4. Federal Bureau of Investigation and California Department of Justice fingerprint clearance as required by California Education Code.

Desired:

1. Increasingly responsible supervisory and/or project management experience.

**KNOWLEDGE AND ABILITY:**

1. Knowledge of managing and working with a committee governance structure.
2. Knowledge of writing and implementing grants.
3. Knowledge of implementing and monitoring school improvement and reform efforts.
4. Knowledge of working with underserved student populations.
5. Knowledge of establishing structures that invite industry, educators, parent and community interaction and build student voice opportunities.
6. Knowledge of budget preparation, control and management.
7. Knowledge of designing and presenting professional development activities and information presentations.
8. Knowledge of Career Technical Education Core Standards, California Common Core Standards, Curriculum Frameworks and the California Standards for the Teaching Profession. The goals and principles of the program, the curriculum, methodologies and successful program operation and evaluation.
9. Knowledge of effective communication strategies for working with multiple agencies.
10. Knowledge of workforce and economic development strategies.
11. Knowledge of entrepreneurship and start up strategies for business.
12. Knowledge of principles and practices of personnel management, supervision and training.
13. Knowledge of operation of a variety of office equipment including a computer and software.
14. Knowledge of modern office practices and procedures.
15. Ability to analyze program results and apply the knowledge to program development.
16. Ability to analyze, interpret, and apply laws and regulations.
17. Ability to develop and manage department budgets.
18. Ability to communicate with staff effectively both verbally and in writing.
19. Ability to operate a computer and office equipment.
20. Ability to analyze situations accurately and adopt effective courses of action.
21. Ability to plan and organize work both in office and remotely.

22. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills in order to meet multiple deadlines.
23. Ability to establish and maintain positive and effective working relationships with diverse populations, SLOCOE, and district personnel.
24. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
25. Ability to train, manage and direct the work of assigned personnel.

### **ESSENTIAL FUNCTIONS:**

1. Plan, organize, coordinate and implement the operations, activities, educational services and support functions of assigned County Office programs and services. Assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures. Plan, organize, monitor, and direct work experience opportunities that support the implementation of targeted grants and funding for the greater San Luis Obispo area and region.
2. Coordinate and participate in the leadership and organizational components of the SLO Partners program. Develop and oversee professional learning opportunities, upskilling, and apprenticeship opportunities for residents in San Luis Obispo and the geographic region. Provide strategic direction to SLO Partners overall mission.
3. Coordinate communications, personnel, resources, staff development functions and information to meet designated programmatic needs, enhance student learning and assure smooth and efficient program and service activities; develop and implement related projects, plans, strategies, goals, objectives, systems, schedules, events and activities; resolve issues and conflicts related to assigned programs and services.
4. Provide consultation to faculty, staff, administrators, outside agencies, families, school districts and the public concerning assigned programs and services; respond to inquiries and provide detailed and technical information concerning related standards, requirements, practices, services, schedules, events, activities, plans, goals, objectives, laws, codes, regulations, policies and procedures.
5. Research, assemble and compile technical information and data related to program and service operations and activities; analyze program results and apply the knowledge to program development. Prepare and distribute materials such as correspondence, fiscal documents, grants, calendars, newsletters, web pages, agenda items, forms and informational materials related to program or service activities.
6. Prepare and maintain narrative and statistical records, reports and files related to programs, services, meetings, grants, budgets, projects, financial activity and assigned duties; process and evaluate forms and applications related to assigned activities.
7. Serve as a liaison and coordinate program and service communications, resources, activities and information between administrators, personnel, school districts, outside organizations, families, the public and various local, State and federal agencies; establish and maintain community partnerships; monitor and adjust activities in response to school district, student and family needs and progress. Design and present professional development activities and information presentations for strategic partners. Establish structures that invite industry, educators, and community interaction such as: customer discovery interviews, advisory board meetings, conferences, and workshops.
8. Establish collaborative relationships with other agencies, county offices, and higher education representatives. Implement effective communication strategies for working with multiple agencies.
9. Understand partner business hiring needs and relate them to students' education and training needs for employment by developing apprenticeship opportunities, including the coordination of staff and resources to support related supplemental instruction and on the job learning. Share knowledge of human resources strategies with students and advise on career objectives and goals.
10. Coordinate program or service activities to meet County Office and school district needs; provide promotional services to facilitate community awareness of assigned programs and services; assure smooth and efficient delivery of services; assist staff and administrators in making decisions regarding assigned programs and services; conduct special surveys and projects as directed; assure accountability of assigned programs and services and compliance with applicable grant requirements.
11. Attend and coordinate various meetings, conferences, workshops, special events and training sessions as assigned; present information concerning assigned programs and services as directed. Represent SLO

Partners to internal and external organization, including community organizations, businesses and residents. Oversee marketing and public relations efforts.

12. Develop and prepare budgets for assigned programs and services as assigned by the position; review and evaluate budgetary and financial data; control expenditures, coordinate purchases and assure spending does not exceed established limitations; research and obtain grants and other outside funding as required.
13. Train and provide work direction and guidance to assigned personnel as required; assign staff duties and review work for compliance with established requirements and procedures; provide input concerning applicant interviews and employee evaluations as requested; oversee and review the work of contractors and other non-employees as assigned.
14. Assure adequate personnel and resources to meet the needs of assigned programs and services as required.
15. Perform other duties as required within the scope and skill level of the job classification.

**ENVIRONMENT:**

Office and school environment.

**PHYSICAL DEMANDS:**

1. Dexterity of hands and fingers to operate a variety of computer equipment.
2. Seeing to view a computer monitor and read a variety of materials.
3. Hearing and speaking to exchange information.
4. Sitting or standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Physical agility to lift approximately 15 pounds to shoulder height.
7. Lifting, carrying, pushing or pulling light objects.

Grade Allocation: CL Manager, Grade 42
Adopted: 10/8/2021
Revised: