

PERALTA COMMUNITY COLLEGE DISTRICT - January 17, 2006

CLASSIFIED JOB DESCRIPTION

**COORDINATOR/TECH PREP PROGRAM
(SEIU Local 1021 Salary Range 095)
Job Code: 535**

CLASS PURPOSE

Under direction, the Coordinator/Tech Prep Program coordinates the activities and efforts of the Peralta Community College District Tech Prep Educational Consortium.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Coordinates the Tech Prep Program.
- Supports curriculum development, articulation, and works with Tech Prep vocational programs on campus.
- Develops and administers program budget, monitors and analyzes the budget. Prepares reports and records concerning program budgetary activities. Develops program proposals for funding.
- Coordinates in-service training for participating community college and secondary faculty.
- Develops articulation agreements.
- Supports program marketing development efforts.
- Coordinates the work of the consultants to the project.
- Works on special categorically-funded projects.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Possession of a Bachelor's Degree from an accredited college or university and four (4) years of experience involving proposal development, fundraising, and grant performance monitoring, including experience developing concept driven curricula incorporating applied academics; or an equivalent combination of education and qualifying experience that could likely provide the desired knowledge and abilities.

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2. Knowledge of, and proficiency in, the operation and use of personal computers utilizing word processing, spreadsheet and database management software programs (e.g., MS Office Suite, Word, Excel, Publisher, Outlook and PowerPoint) and the Internet browser, websites and E-mail.
3. Ability to manage complex multi-tiered projects in a cooperative environment, manage budgets, develops policies and procedures, supervise staff, and work with consultants.
4. Ability to review, research, and assess complex analytical information and project future needs, plan strategies, and formulate actions.
5. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Ability to work independently with minimal supervision and as part of a team.
- Ability to plan calendar of events and provide support for meeting.
- Experience with curriculum development in a secondary and/or college setting, particularly in a vocational education program.
- Knowledge of public relations and marketing principles and practices.
- Broad knowledge of social, economic, industry, labor market trends and knowledge of Bay Area labor market and local economic trends.
- Ability to create a constructive and supportive environment while working with diverse groups on a complex project.
- Knowledge and experience with work-based learning program design and implementation.
- Experience working with and advocating for minority youth and young adults in an urban setting.
- Ability to plan in-service training sessions, develop training materials, and lead training sessions.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity

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- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A