

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Education Program Coordinator, Vocational Services

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

To coordinate, plan, and organize the activities and operations related to the Career/Vocational Education program and to serve as a liaison to schools, counselors, administrators, local agencies, community representatives, and parents regarding program policies, procedures, activities, operations, and requirements. Employees in this classification

meeting established program goals and objectives. This class exercises initiative and independent judgement in administrative decisions and policy making.

ESSENTIAL DUTIES

Coordinates the day-to-day office operations; coordinates work of and facilitates communication among program staff

Processes administrative details not requiring immediate attention of the Program Manager

Assists in planning, organizing, coordinating, and supervising the activities and operations of a grant-funded work training program

Oversees and monitors transition process for special education students, from school age to adult

Monitors and records contract/budget expenditures, evaluates existing budgets, and makes recommendations for revisions and future budgets

Prepares a variety of comprehensive county/state/federal reports related to program enrollment, attendance, participants, and programs

Attends vocational education conferences and workshops, teacher in-services, teacher meetings, and Advisory Committee meetings

Prepares a variety memorandums and correspondence related to assigned activities and functions

Compiles resources and maintains files related to work training

Plans, facilitates, and oversees special program events, such as fairs, shows, parent nights, and job shadowing/mentoring days

Oversees and participates in the establishment of work training sites

- At least three years of progressive experience in coordinating, planning, and organizing the administrative and operations of an educational program preferably in school to career, occupational training, and work experience programs.

BARGAINING UNIT: Office, Technical, and Business Services (OTBS) Unit

WORKING CONDITIONS: Duties are primarily performed in an office environment while sitting at a desk and at various school or program sites. Incumbents are subject to contact with or constant interruptions by staff, parents, or external agencies, demanding compliance issues or legal timelines.

PHYSICAL DEMANDS: Incumbents regularly sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate desktop computer keyboard or other office equipment, reach with hands and arms, stoop, kneel, or crouch to file, speak clearly and