



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Coordinator, Business Partnerships & School to Career**

**Class Code: 1160  
Work Days: 210**

**GENERAL PURPOSE**

Supervise, assign, review, and participate in grant activities of the county coalition; compile reports as required by the funding agencies; provide staff support to local agencies receiving funding; provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. Exercises functional and technical supervision over supervisory and technical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Collaborate with the Vision 2020 Coalition and Steering Committee to coordinate the development of work plans providing regional and county wide identification of existing resources and new content for curriculum infusion; design, coordinate, and support training, curriculum, and staff development.
  3. Integrate Californian Curriculum frameworks, curriculum guidelines, and relevant business trends and employee requirements.
  4. Plan, assign, review, and participate in the work of staff, consultants, and Vision 2020 volunteers responsible for coordinating and implementing the Vision 2020 curriculum and professional development program; maintain project records and evaluation data.
  5. Provide staff support, including scheduling and preparing for meetings, reviewing minutes, and compiling and presenting reports.
  6. Oversee the monitoring of grant activities and report on progress toward achieving goals and objectives.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

7. Monitor and evaluate Vision 2020 performance in collaboration with others and make recommendations for change as needed.
8. Prepare grant modifications, amendments, extensions and reports, as required.
9. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
10. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
11. Plan, prioritize, assign, supervise, and review the work of staff responsible for providing services within Human Resources Unit; prepare work schedules for appropriate staff.
12. Interface with State School-to-Career Office on behalf of coalition.
13. Participate in the preparation and administration of the program budget, submit budget recommendations, and monitor expenditures.
14. Develop and monitor contracts with consultants and other businesses and agencies.
15. Monitor program compliance with laws, rules, and regulations related to provision of related programs and services.
16. Make public presentations to individuals and groups regarding Vision 2020.
17. Demonstrate attendance sufficient to complete the duties of the position as required.
18. Perform related duties similar to the above in scope and function as required

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Basic operations, service, and activities of adult training and curriculum development in the Business and Education area.
2. School to Work Opportunities Act of 1994.
3. School to Work Opportunities Act Local Partnership Grants.
4. Orange County Coalition Vision 2020 Grant.
5. Principles of effective supervision, leadership, training, coaching and performance evaluation.
6. Pertinent Federal, State, and local laws, codes and safety regulations.
7. Modern office equipment including computers.

### **Ability and Skill to:**

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.

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**Ability and Skill to (cont.):**

2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Elicit community and organizational support for Vision 2020 Business/Education programs.
4. Evaluate effect of current and pending legislation on programs and operations; develop response and legislative proposals; liaison with state and federal officials.
5. Establish and maintain effective working relationships with various constituencies.
6. Interpret and explain laws, codes, contracts, policies, and procedures.
7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in education including specialized training in curriculum, staff development and/or business management, and four years of responsible educational experience including two years in curriculum and staff development for education, business, industry and/or other community organizations.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

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## **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee typically works in an office environment that is moderately paced with variable pressure.

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