

**SAN MATEO COUNTY OFFICE OF EDUCATION COORDINATOR,  
COLLEGE AND CAREER TECHNICAL EDUCATION**

**JOB SUMMARY:**

Under the direction of the Executive Director, College, Career, and Career Technical Education (CTE), the Coordinator for College, Career, and Career Technical Education will plan, coordinate, and implement the operations and activities supporting CTE within San Mateo County schools and districts, including college, CTE & career readiness initiatives. The Coordinator will facilitate opportunities for collaboration and provide ongoing staff development. Serve e-11(st)8hor will facilitatee i, ire8hg(r)-7w)-(4)6)(-18echnical8eW\*nBT/F2 11 Tf1 01 632 TmQ

based learning opportunities for high school students and lead to increased equity and access for students in postsecondary and career opportunities.

**ESSENTIAL DUTIES:**

Provide leadership to develop and sustain a vision for high-quality learning experiences inclusive of career technical education (CTE), focusing on creating quality indicators and promoting a common language in the region.

Provide leadership and expertise to districts regarding all aspects of Curriculum and Instruction related to CTE programs; plan, organize, develop, recommend, and evaluate curricula/ 95ogr)-(a)-1 al1(a)-110(c)-1-7i)5(t)5s)280)50m)50)

Perform other duties as assigned.

Valid Administrative Services Credential