

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	College and Career Experience Coordinator	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Coordinator II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9823	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	College and Career Readiness	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Assigned Supervisor	<b>HR APPROVAL:</b>	3/3/2022
		<b>CABINET APPROVAL:</b>	1/26/2022

**BASIC FUNCTION:**

Support school sites with building k-12 College and Career experiences that support grade level learning. Collaborate with Curriculum and Instruction, Youth Development, and other central office departments to ensure College and Career Experiences align and support grade level standards. Plan, organize, and coordinate College and Career field trips; coordinate district-wide, in-person and virtual field trips; receive, process, and maintain Field Trip Request Forms; develop partnerships with business and community partners; coordinate with community and business partners to organize industry-based student presentations; schedule field trips with destination facilities; analyze data and compile reports to improve the effectiveness of the College and Career e

Represent the district in matters with community organizations, and other school districts. Assess, identify, analyze, and prepare reports on effectiveness. **E**

Support k12 schools develop a college and career plan. **E**

Establish partnerships with all business and community organizations.

Collaborate with Work-Based Learning.

Collaborate with school site administrators to plan and career fairs and experiences. **E**

Participate in any relevant and strategic initiatives.

Collaborate with the Curriculum and Instruction to plan and career experiences. **E**

Collaborate with the Lead teacher to plan and career experiences.

Prepare various management reports pertaining to student transportation; which include analyses and projections  
E

Prepare spreadsheets for the department with all trip information and expenses throughout the year. E

Communicate with other departments, district staff, and outside organizations regarding the field trip guidelines, policies, and procedures. E

Communicate on an ongoing basis with district administration, departments, site staff, parents, and Transportation Department staff regarding the coordination and scheduling of all trips and events. E

Coordinate transportation to colleges, universities, and business industry partners; coordinate and maintain a field trip data management system. E

Coordinate the preparation and maintenance of a variety of department narratives, statistical reports, records, correspondence, and files related to field trip services, activities, and operations. E

Analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. E

Coordinate with the Risk Management Department to manage field trip staffing needs and delegate roles and responsibilities as appropriate; review and approve field trip requests; ensure the appropriate ratio of volunteers and staff are assigned to participate on field trips. E

Communicate, collaborate, and develop effective relationships with administrators, district personnel, community agencies and organizations to coordinate

- Establish and maintain cooperative and effective working relationships with others.
- Lead and work with school improvement in initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Work independently with little direction.
- Plan and organize work to meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy

**WORKING CONDITIONS:**