Job Title: Technical Prep Coordinator  
Job Code: 10044

**JOB SUMMARY**

The Technical Prep Coordinator is responsible for collaborating with the Department of Education and the Technical College System of Georgia staff in the design and implementation of the statewide Tech Prep Program.

**MAJOR DUTIES**

- Collaborates with Department of Education and Department of Technical and Adult Education staff in the design and implementation of the statewide Tech Prep program;
- Coordinates internal and external activities to facilitate program goals and communication. Provides leadership to the LTPCC and technical colleges in marketing Tech Prep program to all educational institutions, business and industry and parents;
- Assists state, secondary, and postsecondary instructional leadership in the planning, development, and articulation of programs of study in the consortium, region and state;
- Assists in grant proposal preparation;
- Conducts regularly scheduled meetings of the Tech Prep Consortium Coordinating Committee (TPCCC). Assists in planning and conducting seminars;
- Ensures adherence to budget and other administration requirements;
- Serves as a member of the State Tech Prep Advisory Committee and serves on other various committees;
- Assists with the design and execution of special events, projects and activities.

**COMPETENCIES**

- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills

**MINIMUM QUALIFICATIONS**

- Bachelor’s degree in a related field *and* Two (2) years of work related experience.

Note: Experience may substitute for the degree on a year-for-year basis.

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.