



San Bernardino Community College District CTE Program Support Specialist

SALARY	\$27.61 - \$30.43 Hourly	LOCATION	Yucaipa, CA
JOB TYPE	Classified - Full-Time	JOB NUMBER	2426-00113
DEPARTMENT	Fire Technology	OPENING DATE	12/23/2025
CLOSING DATE	1/23/2026 11:59 PM Pacific	WORK SCHEDULE	Monday – Friday: 8:00 am – 5:00 pm
HR RECRUITER	Ben Dijkstra	WORK DAYS/YEAR	260

**MISSION
STATEMENT**

The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support

FUNDING

THIS IS A CATEGORICALLY FUNDED POSITION. CONTINUED EMPLOYMENT IS BASED ON CONTINUED FUNDING.

Job Description

SUMMARY DESCRIPTION

Performs the full range of administrative and secretarial duties of a complex nature in support of assigned Career and Technical Education(CTE) programs. Supports program accreditation, scheduling, clinical affiliation agreements, regulatory compliance, and coordination with external training and licensure partners.

DISTINGUISHING CHARACTERSTICS

The CTE Program Support Specialist classification is distinguished from the Administrative Assistant series classifications in that it provides direct support to regulated academic programs. In addition to general administrative duties, this role includes responsibilities related to maintaining records for accreditation and certification boards, tracking student credentialing and immunization compliance, organizing clinical rotation schedules, and liaising with certifying agencies.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Supports the administrator for assigned CTE programs in meeting licensure, certification, and/or accreditation requirements by coordinating documentation for regulatory and accrediting bodies. Maintains compliance tracking systems for student onboarding requirements such as background checks, immunizations, and CPR certifications.
2. May assist in the coordination and scheduling of various activities and events, such as externships, skills labs, simulations, outreach, and related activities in partnership with faculty and external training sites.
3. Organizes and files confidential records such as student rosters, evaluations, clinical documentation, and licensure progress. Organize and updates files related to MOUs, affiliation agreements, budgets, and compliance documentation.
4. Provides full administrative support to CTE program administrators for assigned programs, including calendar management, correspondence, mail processing, meeting coordination, and preparation of reports, agendas, and minutes. Ensures timely execution of office functions and departmental projects.
5. Assists with budget development, purchasing, and reconciliation for specialized equipment and instructional materials for assigned programs. Processes expense reports, travel reimbursements, and budget transfers; monitors spending and prepares financial summaries for assigned programs.
6. Serves as a point of contact between administrators, faculty, students, and external agencies. Responds to inquiries, explains program policies and procedures, and communicates information via phone, email, or in person. Facilitates communication across campus departments, clinical partners, training vendors, and licensing entities.
1. Supports or leads projects as assigned, using independent judgment to develop recommendations and ensure timely progress. Coordinates meetings, including advisory board sessions, committee meetings, and administrative briefings; prepares supporting materials and tracks follow-up actions.
2. Prepares and tracks hiring paperwork and payroll documentation for hourly and temporary staff for assigned programs. Monitors signatures and approvals and maintains records in accordance with District procedures.
3. Prepares and submits Board agenda items and related documentation for assigned programs, ensuring compliance with District timelines and legal requirements.
4. Formats, types, proofreads, and distributes a variety of written materials, including schedules, lists, forms, reports, and official communications.
5. Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:**Analyzing and Interpreting Data**

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information**

Professional and Technical Expertise

- Applying technical subject matter to the job**
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions**
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and or ally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others input cogently and accurately**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***lead, Advanced or Senior level Positions*

Qualifications

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of high school and fifteen{15} semester units of college coursework.

Experience:

Four (4) years of administrative or secretarial experience, including one(1) year in support of CTE, health sciences, or public safety training programs.

Equivalency Provision

In the absence of fifteen (15) semester units of college level coursework, equivalent to the completion of high school and five (5) years of administrative or secretarial experience, including one (1) year in support of CTE, health sciences, or public safety training programs.

Desired Experience:

1. Two (2) years experience supporting regulated academic programs such as CTE, Nursing, Allied Health, Apprenticeship, or other programs subject to state or federal oversight.
2. At least one (1) year of experience using data management or compliance tracking systems (examples: Colleague, Banner, PeopleSoft, CurrlQunet, or similar systems).
3. One (1) year of administrative support experience in a higher education institution, K12 district, or public agency.
4. Demonstrated experience providing customer service in person, by phone, and by email in a professional setting for at least one (1) year.

Physical Demands and Working Environment

The conditions here in are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Employment Requirements

The person selected for hire will be required to complete the following pre-employment requirements:

- Submit to and successfully pass DOJ live scan/fingerprinting. Cost of live-scan services to be borne by candidate.
- Sealed official transcript(s) in envelope from institution or electronic copies emailed directly from institution (for positions with higher education requirement)
- Tuberculosis (TB) risk assessment
- Other pre-employment requirements may be required depending on the position (i.e. certifications or licenses; see job posting qualifications section for details).?

Successful completion of all pre-employment requirements is mandatory to be eligible for employment. These requirements are in accordance with the San Bernardino Community College District's [Administrative Procedures and Board Policies](#).

From <https://secure.neoad.com/employers/class_spec/detailed_class_specification.cfm?ClassSpecID=1444645>

Forecasted Recruitment Timeline *(please note that delays may cause adjustments to this timeline):*

FORECASTED RECRUITMENT TIMELINE	
Internal HR Screening:	2/2/26-2/13/26
Testing:	2/23/26-2/27/26
1st Level Interviews:	3/9/26-3/13/26
2nd Level Interviews:	3/16/26-3/20/26
Board Date:	4/9/26
Projected Hire Date:	4/13/26

Employer

San Bernardino Community College District

Address

550 E Hospitality Lane
Suite 200

San Bernardino, California, 92408

Phone

909-388-6950

Website

<http://www.sbccd.org>

CTE Program Support Specialist Supplemental Questionnaire

*QUESTION 1

Which option below best describes your highest level of education? (NOTE: For positions requiring college units/degree, a copy of the transcript must be included as an attachment. The transcript must be legible from an accredited institution and include your name, the institution name and confer date).

- Some High School
- High School or G.E.D.
- Some College
- Associates Degree
- Bachelors Degree
- Masters Degree
- Doctorate Degree
- None

*QUESTION 2

Discuss your two (2) years experience supporting regulated academic programs such as CTE, Nursing, Allied Health, Apprenticeship, or other programs subject to state or federal oversight.

*QUESTION 3

Discuss your experience using data management or compliance tracking systems (examples: Colleague, Banner, PeopleSoft, CurrlQunet, or similar systems). Must list dates.

***QUESTION 4**

Discuss any administrative support experience in a higher education institution, K12 district, or public agency you have. Please list years of experience.

***QUESTION 5**

Describe how you demonstrate experience providing customer service in person, by phone, and by email in a professional setting for at least one (1) year.

***QUESTION 6**

Select the career website you used to find this employment opportunity:

- Sbccd.edu
- Indeed.com
- HigherEdJobs.com
- EdJoin.org
- CCCregistry.org
- Other

***QUESTION 7**

I hereby understand and declare that the statements on this supplemental questionnaire are true and complete to the best of my knowledge. As applicable, I hereby authorize the District and/or designees to contact the references listed to verify the information I have supplied. I hereby release from liability all persons and organizations furnishing such information. I understand that the District reserves the right to validate information received on the supplemental questionnaire and that I will be subject to disqualification and/or termination if any statement in this supplemental questionnaire is found to be untrue or determined to be misleading.

- Yes
- No

* Required Question