

JOB DESCRIPTION



Position: School to Career Pathways Coordinator

Reports to: Building Principal

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: Assist in fostering increased student learning and engagement by bringing forth overall connections with outside agencies and organizations, along with career pathways for students. Assist administration in establishing community outreach and business partnerships at the secondary level.

NOTE: The below lists are not ranked in order of importance.

Essential Functions:

- Ensure safety of students
- Implement the Vernon Board of Education and administrative policies, rules, regulations and directives
- Create and develop student educational opportunities, outreach, and internships through community and business partnerships.
- Support building administration and classroom teachers with student program opportunities at the secondary level.
- Collaborate with administration, staff, families, and business partners in the development of transition and career opportunities for students that are grounded in both academic and technical education.
- Support classroom teachers by providing pathway, career, and project-based resources to encourage exciting and multi-sensory learning opportunities for students.
- Collaborate with building principals and other District administration to ensure all student needs are being met.
- Provide in-service training and coaching, when appropriate, to classroom teachers and/or related service staff around project-based learning and career-based programming.
- Identify and bring forward budgetary costs associated with outreach and business partner programs.
- Participate and be fully knowledgeable of the Governors Workforce Council and funding opportunities for career and pathway student opportunities.
- Identify potential grant opportunities and work with grant manager in the writing of potential grants.
- Participate in professional growth activities and remain informed of current trends in project-based learning and career pathways through literature, workshops, and professional organizations.
- Perform other duties or special assignments delegated by the Superintendent.
- Maintain a positive school community image that encourages ethical student behavior.
- Maintain the strictest confidence concerning personnel, students, and operational concerns of the district.
- Promote good public relations through personal appearance, attitude, and conversation.
- Report all cases of suspected child abuse to appropriate school personnel and proper government authority.

Other Duties and Responsibilities:

- Serve as a role model for students and staff.
- Respond to questions and requests in a timely manner.
- Assist in the selection of textbooks and other education materials.

- Establish and maintain professional relationships.
- Participate in professional learning by attending seminars and workshops to improve instructional practice and positively affect student achievement.

Qualifications/Certificates:

- Bachelor's Degree or equivalent required
- Such alternatives to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate.

Required Knowledge, Skills, and Abilities:

- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Ability to work effectively with others
- Organizational and problem-solving skills
- Excellent public relations skills
- Ability to foster and facilitate learning

Additional Working Conditions:

- Interaction among children
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Frequent interruption of duties by staff, students, visitors, and/or telephone
- Occasional requirement to lift, carry, push and/or pull various supplies and/or equipment up to a maximum of 20 pounds

Equipment Operated:

Computer/Laptop Printer Interactive White Board

Required Testing

None

Continuing Educ./Training

Professional Learning

Clearances

Fingerprint/Background

Evaluation:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

Signature

Date