

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, K-12 Career Education & Readiness Initiatives

QUALIFICATIONS

- Master's Degree or higher with certification in Educational Leadership or Administration and Supervision.
- Five or more years of professional experience, which must include both instructional and administrative positions at multiple levels within a K-12 education system.
- Prior successful experience executing complex projects involving internal and external stakeholders and funding sources, with preference for implementations related to career education and/or workforce development.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of the District's mission, vision, Strategic Plan, and ePathways.
- Knowledge of Career & Technical Education (CTE), Career & Professional Education Act (CAPE), Perkins Act, industry certifications, and digital tool certificates.
- Knowledge of the state, regional and local economy, workforce needs, and career planning with students.
- Knowledge of current educational trends, research, and best practices.
- Knowledge of project management concepts.
- Skill in problem solving, human interaction, and conflict management.
- Skill in organization, time management, and the ability to plan, organize, and prioritize.
- Skill in oral communication, written communication, collaboration, and influence to work effectively with a variety of internal stakeholders across several work sites and position titles.
- Ability to plan, organize, and execute tasks in a multi-priority environment.
- Ability to employ the continuous improvement process for problem solving and managing change.
- Ability to manage budgets and grants in alignment with District and department priorities.
- Ability to analyze, interpret, and use data in decision-making.
- Ability to interpret policy and law.
- Ability to research information, draw conclusions, and make recommendations for improvement.
- Ability to work in a dynamic environment with sensitivity and responsiveness to changing goals, priorities, and needs.
- Ability to provide effective motivation, mentoring, and supervision of assigned personnel.

SUPERVISION

REPORTS TO Executive Director, Educational Pathways & Strategic Partnerships
SUPERVISES Assigned Administrative, Instructional, & Education Support Personnel

POSITION GOAL

To provide leadership by coordinating the District's K-12 career readiness initiatives in alignment with School Board Strategic Plan Initiative C and the ePathways Business Plan, resulting in expanded customized learning environments, high quality and relevant Career & Technical Education programs, and a strengthened system of education pathways for students from elementary school to post-secondary education.

PERFORMANCE RESPONSIBILITIES

1. *Provide first-line leadership and supervision of the ePathways Program Facilitator team, monitoring all programs and activities operated or funded by ePathways.
2. *Develop, implement, and monitor a three-year strategic plan specific to Career & Technical Education programs.
3. *Coordinate all operational and regulatory elements of Career & Technical Education, including registration of Career & Professional Education (CAPE) academies and career-themed courses, reporting of student results on industry certification and digital tool certificate assessments, and accurate transmission of data to the Florida Department of Education for Carl D. Perkins grant performance metrics.

COORDINATOR, K-12 Career Readiness Initiatives, Page 2

4. *Monitor and make recommendations regarding District and school use of industry certification bonus funding to optimize investment in supplemental equipment, supplies, professional development, and other expenditures and maximize return on investment for students.
 5. *Implement a quality assurance process to identify opportunities for improvement of specific CAPE academies and/or CTE programs and courses, and make recommendations to the Executive Director of Educational Pathways & Strategic Partnerships regarding the abandonment of programs that are no longer relevant.
 6. *Lead annual development, implementation, and evaluation of the school district's Carl D. Perkins grant, including needs analysis, fiscal management, and quality assurance.
 7. *Collaborate with program administrators at Seminole State College, or other post-secondary institutions when appropriate, to develop and implement an articulated Program of Study for all career pathways available within Seminole County Public Schools.
 8. *Coordinate ongoing operations of the ePathways workplace learning initiative, including student internships, faculty externships, and job shadowing experiences.
 9. *Develop and execute a strategy to identify high school juniors and seniors seeking full-time employment after high school, provide these students with career exploration activities and short-term training opportunities, and connect graduating seniors with local employers.
 10. *Establish and implement a program review cycle for all ePathways Programs of Enrichment, Exploration, and Emphasis, and consequently make recommendations regarding future opportunities and resource needs.
 11. *Establish an intermediate-term strategy and program-specific project plans to fully infuse the ePathways Skills for Future Ready Graduates model into all Career and Technical Education (CTE) courses, including professional development for teachers and curriculum articulation among schools and programs.
 12. *Monitor all programs and activities within the Career Education Building at Seminole High School, with an emphasis on high-quality student experience, meaningful career readiness experiences, and meeting the workforce needs of local employers.
 13. *Collaborate with the Coordinator, Problem Solving Incubator (PSI High) to optimize opportunities for business and community partners to interact with student project teams.
 14. *Collaborate with the Coordinator, School Counseling Services to establish and implement a robust K-12 career counseling and exploration model.
 15. *Collaborate with the Director, Student Assignment & Program Access to develop electronic and print communication tools and marketing materials that clearly explain the education pathways available within Seminole County Public Schools and linkages to post-secondary options.
 16. *Collaborate with the Coordinator, Choices to remain current on progress of new magnet schools with an emphasis on long-term sustainability needs after conclusion of the Magnet Schools Assistance Program grant.
 17. *Assist the Executive Director of Educational Pathways & Strategic Partnerships with monitoring data elements within SCPS School Board Strategic Plan Initiative C and the ePathways Business Plan.
 18. Perform other duties as assigned by the Executive Director of Educational Pathways & Strategic Partnerships.
- *Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

Repetitive Motions

Substantial and continuous movements of the wrists, hands, and/or fingers.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

COORDINATOR, K-12 Career Readiness Initiatives, Page 3

WORKING CONDITIONS

Indoors

The worker is subject to inside environmental conditions. There is a protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-07-E **\$73,653 - \$112,874**

District Salary Schedule

Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 05
EEO-5 Line 08
Function 6300
Job Code 1360
Survey Code 63071

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

June 5, 2018

ADA Information Provided by Jason Wysong
Position Description Prepared by Jason Wysong