

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

FACILITATOR, ePathways College, Career, and Citizenship Programs

QUALIFICATIONS

- Bachelor's Degree in Education, Business, Human Services, or a related field.
- Three (3) or more years of experience as either a classroom teacher/instructional staff who has successfully implemented a program including partnerships with external stakeholders, or three (3) or more years of experience outside of public education successfully developing programs and partnerships related to workforce training/economic development/career planning.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of the District's mission, vision, Strategic Plan, and ePathways.
- Knowledge of public education, human development, and career education.
- Knowledge of regional and local economy, workforce needs, and career planning with students.
- Knowledge of Career & Technical Education (CTE), Career & Professional Education Act (CAPE), Perkins Act, industry certifications, and digital tool certificates.
- Skill in computer applications including Microsoft Office suite, applications for publication/web design, and/or project management software.
- Skill in problem solving, human interaction, and conflict management.
- Skill in event planning, project management, and task prioritization.
- Skill in providing professional development to adult learners.
- Ability to communicate effectively with internal and external stakeholders in a variety of mediums.
- Ability to work with personnel in multiple departments/schools, especially school administrators and classroom teachers.
- Ability to provide career planning and mentoring services to students in grades K-12.
- Ability to analyze, interpret, and make recommendations using student and workforce data.

SUPERVISION

REPORTS TO SUPERVISES Executive Director, ePathways and Strategic Partnerships or Designee
Assigned Instructional Personnel as appropriate and Educational Support Personnel

POSITION GOAL

To implement and demonstrate Return on Investment for SCPS Strategic Plan Initiative C and the District's ePathways Business Plan by ensuring development and continuous improvement of innovative college, career, and citizenship programs that prepare students for the global economy.

PERFORMANCE RESPONSIBILITIES

1. *Provide technical assistance to school administrators, teachers, and students in assigned college, career, and citizenship programs/initiatives, including but not limited to ePathways Skills for Future Ready Graduates, digital learning, magnet schools, programs of enrichment/exploration/emphasis, CAPE Academies, career-themed courses, Career Pathways and Gold Seal programs, middle school career/education plans, and workplace learning.
2. *Increase annually the number of students who earn digital tool certificates, industry certifications, and workforce licenses/credentials in assigned programs/schools.
3. *Implement the school district's plan to infuse ePathways Skills for Future Ready Graduates into grades K-12 instruction, curriculum, and programs.
4. *Develop positive, productive partnerships between members of the community/businesses and assigned programs/schools.
5. *Organize, in conjunction with school administrators and teachers, a Program Advisory Committee (PAC) for each assigned college, career, and citizenship program/initiative.
6. *Organize high school student workplace learning opportunities, including but not limited to internship events, job-shadowing experiences, networking events, mock interviews, etc.
7. *Supervise high school interns in assigned programs/schools.
8. *Supervise students participating in OJT at assigned programs/schools.
9. *Facilitate delivery of an online internship preparation course to students at assigned programs/schools.

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10. *Implement summer learning programs/experiences for teachers and students.
11. *Provide professional development to school administrators, teachers, and school counselors in assigned programs/schools on ePathways Skills for Future Ready Graduates and career planning.
12. *Support new CTE teachers at assigned programs/schools in the areas of workplace/lab safety, classroom management, instructional practices, academic/career content integration, and student engagement.
13. *Provide academic and behavioral supports to at-risk and Tier 2/Tier 3 students in assigned CTE programs/schools.
14. *Consult with MTSS teams, Student Study/IEP teams, and school counselors regarding career/vocational opportunities for students.
15. *Collaborate with personnel from other departments within the Educational Support Center to plan and implement customized learning environments for students.
16. *Collaborate with personnel in the Office of School Counseling Services to ensure that all students have access to career readiness experiences.
17. *Execute special events, programs, and projects in support of ePathways initiatives and CTE programs.
18. *Participate in dissemination of information to stakeholders about ePathways initiatives and CTE programs.
19. *Communicate a consistent, effective message about Seminole County Public Schools and ePathways.
20. *Provide recommendations related to program development, program budgets, and employer/workforce needs to the Coordinator, K-12 Career Education & Readiness Initiatives, Executive Director of ePathways, Executive Directors of Elementary and Secondary Education, school principals, and other administrative personnel.
21. Perform other duties as assigned by the Executive Director of ePathways and Strategic Partnerships or designee.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment and Materials

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 require 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.

Climbing

Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.

Bending

Lowering the body forward from the waist.

Stooping

Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

Kneeling

Bending legs at knee to come to a rest on knee or knees.

Twisting

Moving body from the waist using a turning motion.

Reaching

Extending hand(s) and arm(s) in any direction.

Pushing

Using upper extremities to press against something with steady force in order to thrust forward, downward or outward exerting up to 20 pounds of force.

Pulling

Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.

Lifting

Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

Grasping

Applying pressure to an object with the fingers and palm.

Feeling

Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.

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.

WORKING CONDITIONS

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

Hazards The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.

TERMS OF EMPLOYMENT

PAY GRADE

AO-10-F \$63,618 - \$97,588

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 12
EEO-5 Line 43
Function TBD
Job Code 12 mo 1483
Job Code 11 mo 1484
Survey Code 63010

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

June 5, 2018

February 24, 2015

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

AO-02-F \$54,500 - \$83,591

District Salary Schedule
Months 11
Annual Days 221
Weekly Hours 37.5
Annual Hours 1657.5