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 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
Director, ePathways and Strategic Partnerships

SUPERVISES
Assigned 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 21st century skills, 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 21st century skills 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 Business Advisory Committee (BAC) 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.
10. * Implement summer learning programs/experiences for teachers and students.
11. * Provide professional development to school administrators, teachers, and guidance counselors in assigned programs/schools on 21st century skills and career planning.
12. * Support new CTE teachers at assigned programs/schools in the areas of workplace/lab safety, classroom management, 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 guidance counselors regarding career/vocational opportunities for students.
15. * Execute special events, programs, and projects in support of ePathways initiatives and CTE programs.
16. * Participate in dissemination of information to stakeholders about ePathways initiatives and CTE programs.
17. * Communicate a consistent, effective message about Seminole County Public Schools and ePathways.
18. * Provide recommendations related to program development, program budgets, and employer/workforce needs to the Director of ePathways, Executive Directors of Elementary and Secondary Education, school principals, and other administrative personnel.
19. Perform other duties as assigned by the Director of ePathways and Strategic Partnerships.

*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

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<tr>
<th>PAY GRADE</th>
<th>POSITION CODES</th>
<th>FLSA</th>
<th>BOARD APPROVED</th>
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<td>AO-10-F $57,781 - $88,635</td>
<td>PeopleSoft Position TBD</td>
<td>□ Applicable</td>
<td>February 24, 2015</td>
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<td>Previous Board Approval</td>
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<td>Annual Days 258</td>
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<td>ADA Information Provided by Jason Wysong</td>
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<td>AO-02-F $49,499 - $75,921</td>
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