

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

STRATEGIST, PSI High Business Program & Partnerships

QUALIFICATIONS

- Bachelor's Degree in Education, Business, Marketing, 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 college or career planning.

KNOWLEDGE, SKILLS, ABILITIES

- 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 effectively with industry professionals, students and classroom teachers.
- Ability to provide career planning and mentoring services to students.
- Ability to analyze, interpret, and make recommendations using student and workforce data.

SUPERVISION

REPORTS TO Coordinator, PSI High
SUPERVISES Assigned Instructional Personnel as appropriate and Educational Support Personnel

POSITION GOAL

To develop and provide leadership within an innovative school-based business and partnership program that prepares students for college and careers in the future economy.

PERFORMANCE RESPONSIBILITIES

1. *Cultivate high-impact community partnerships, internships, and experiential learning opportunities for students.
2. *Coordinate industry certifications for the assigned career program.
3. *Increase annually the number of students who earn industry certifications and workforce licenses/credentials.
4. *Assist in coordinating a portfolio-based approach to capturing student learning from grades 9-12.
5. *Provide training and support to administrators, teachers, and students.
6. *Develop new approaches to career-based learning for students.
7. *Execute special events, programs, and projects for partners and students.
8. *Raise money, including through development and submission of competitive grants, to support the program's goals and objectives.
9. *Develop and implement an external relations strategy that connects students and student teams with businesses, service organizations, and governmental entities that provide work-based learning experiences and sponsor problem-solving teams.

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10. *Implement the school district's plan to infuse ePathways Skills for Future Ready Graduates into the school's career program.
11. *Organize a Program Advisory Committee (PAC) for all assigned college, career, and citizenship programs.
12. *Organize student workplace learning opportunities, including but not limited to internship events, job-shadowing experiences, networking events, mock interviews, etc.
13. *Supervise high school students in the school's career program.
14. *Implement summer learning programs/experiences for teachers and students.
15. Perform other duties as assigned by the Coordinator of PSI High and/or Executive Director of ePathways.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Medium Work

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

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.

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.

TERMS OF EMPLOYMENT

PAY GRADE

AO-10-F \$65,527 - \$100,516

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 03
Function Varies
Job Code 12 mo. 1369
Job Code 11 mo. 1370
Survey Code 61221

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

July 23, 2019

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

AO-02-F \$56,135 - \$86,099

District Salary Schedule

Months 11
Annual Days 221
Weekly Hours 37.5
Annual Hours 1657.50