

POSITION TITLE: Manager College and Career Pathways

GRADE LEVEL/TERMS OF EMPLOYMENT: Grade 130/ twelve-month (260 days) contract position with excellent benefits

FLSA STATUS: Exempt

WORK LOCATION: Curriculum & Instruction (Central Office)

IMMEDIATE SUPERVISOR: Director, Curriculum & Instruction

General Description:

The Manager of College and Career Pathways will ensure that all students and families receive information, support and guidance to plan for their post-secondary futures and ensure that all RPS families receive equitable access to advanced academics and programs, including specialty schools. This individual leads division staff who provide support to school counseling services and work across division and school teams to increase equitable participation in, and the expansion of, advanced programs such as AP for All, the Early College Academy, International Baccalaureate Diploma Programme, and others that may be developed in the future. Additionally, the Manager, College and Career Pathways, will ensure that school counselors have the support needed to provide families with consistent communication about opportunities, guidance on academic planning and ensuring that all students graduate from high school with clear post-secondary plans and options.

Essential Duties and Responsibilities:

- Identifies and prioritizes opportunities for the division to expand access and equity of advanced academic programming, including identifying and addressing practices and policies that may operate as barriers to equitable access;
- Develops and executes a multi-year plan to expand and increase equity of access to advanced academic programming, including but not limited to: Early College Academy; AP for All, International Baccalaureate Diploma Programme;
- Analyzes the application and selection process of specialty schools and regional schools and makes recommendations to ensure equitable access, clarity and consistency across the division, including strategies for outreach among students and families least likely to have access to these opportunities;
- Compiles data, including participant and academic outcomes, for all advanced academic opportunities, identifying opportunities for improvement and assessing progress on an ongoing basis;
- Ensures the development and implementation of "standard operating procedures" for in advanced academic opportunities, including the specialty school application and selection process, the Early College Academy process, and advisement on course selection, etc.;
- Makes recommendations to school principals and division-teams that will increase equitable practices in academics throughout the division;
- Leads and supervises the Instructional Specialists for School Counseling, sets priorities for the counseling team to achieve division-wide academic achievement and graduation goals and ensure meaningful compliance with all state requirements including ensuring that relevant improvement areas identified through various audits have been/are being addressed;
- Collaborated across division teams to ensure schools receive timely, cohesive recommendations and supports to enable schools to increase access and equity in advanced academics;
- Effectively manages direct reports;
- Takes initiative and proactively identifies opportunities to strengthen the counseling support team;

- Works well in a fast-paced environment; demonstrates flexibility and adaptability with a sense of urgency and zeal for ensuring every youth in RPS experience success in college, career and civic readiness;
- Models professionalism, engages in reflection, self-led continuous improvement, seeks out feedback and provides constructive feedback to colleagues;
- Performs other related duties as assigned.

QUALIFICATIONS:

Education and Experience

- Postgraduate Professional License with an endorsement in administration and supervision;
- Recent successful experience as a high school principal or equivalent with at least five years of successful instructional leadership;
- Experience with advanced academic programs and post-secondary planning and/or effective management of secondary school counseling programs.
- Track record of delivering results through leading adults to high performance.

Essential Knowledge, Skills and Abilities

- In-depth understanding of Virginia requirements for high school graduation and effective scheduling practices that align to state requirements;
- Comprehensive understanding of post-secondary pathways, including admissions to 2-year and 4-year colleges/universities, career clusters/career-technical education and enlistment in national service;
- Knowledge of and passion for expanding access and equity in advanced academic opportunities, including but not limited to participation in Advanced Placement (AP)/Dual Enrollment (DE) programs, and the process for application and selection into competitive regional and the division's specialty schools;
- Understanding of major planning decisions that affect school scheduling outcomes and have the ability to successfully plan to provide proactive support and guidance to school staff related to school counseling, scheduling, advanced academic programming and other initiatives designed to promote expansion and equity and access to advanced academic opportunities;
- Exceptional critical-thinking and problem-solving abilities including the ability to develop and execute high-quality project plans based on the analysis and use of data;
- Ability to engage adults across a diverse group of stakeholders and successfully facilitate conversations designed to elicit trust, candor and innovative thinking;
- Exceptional written and verbal communication skills.

GENERAL DEFINITION AND CONDITIONS OF WORK: Work requires frequent standing, sitting, walking, light lifting up to 10 pounds, vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels and visual acuity for preparing and analyzing written or computer data.