

Job Title:	Specialist, Secondary Pathways
Grade Level/Terms of Employment:	Grade 123, 12 months
FLSA Status:	Exempt
Work Location:	Central Office
Immediate Supervisor:	Manager, Alternative Education

#### General Description:

The Specialist, Secondary Pathways supports the creation and evaluation of systems for monitoring student post-graduation paths. The Specialist works collaboratively with school teams, including School Counselors, Administration and the Future Centers for increasing the graduation rate and placement in postsecondary education, national service and/or a living wage job. The Specialist builds sustainable partnerships with local colleges and universities and works collaboratively with RPS teams and the City of Richmond.

#### Essential Duties and Responsibilities:

- Works collaboratively with high schools, the Career and Technical Education (CTE) team, and alternative programs to identify post-secondary paths for each student
- Develops monitoring system for high school teams to track each student's progress toward graduation and post-secondary goals
- Creates sustainable partnerships with local businesses to provide opportunities for students to job-shadow, obtain internships and apprenticeships; identifies specific opportunities for students to enter the workforce
- Works in tandem with members of the CTE team to provide relevant coursework and industry certifications
- Supports collaboration with City and partners including governmental, non-profit and private agencies in order to provide increased support to students and families
- Monitors policy and grant requirements as necessary
- Performs other related duties as assigned

#### Qualifications:

- Bachelor's degree in CTE, education, urban planning or related area required
- Demonstrated ability to work with stakeholders to identify academic and career plans and develop post-secondary goals for students to meet their post-secondary goals
- Working knowledge of the concepts, principles and methodologies of academic advising and post-secondary career and college options
- Ability to independently make decisions, and strong problem analysis and organizational skills
- Excellent in written, oral, and interpersonal communication skills
- Ability to work effectively with students, teachers, parents, business and community leaders and partners, including conflict resolution
- Considerable experience with Google Workspace (formerly G Suite)
- Ability to work a flexible work schedule
- Possession of a valid Virginia driver's license
- Bilingual/fluency in Spanish preferred