

DESCRIPTION:

DIRECTOR OF COLLEGE AND CAREER READINESS JOB DESCRIPTION

The Director of College and Career Pathways is responsible to build staff capacity, develop and implement a system of guiding students towards pathways to college and high skill, high wage careers. The Director assists schools at all grade levels to develop a college-going culture and the college and career readiness skills that prepare students for success in 21st century. Under the supervision of the Assistant Superintendent, the Director works closely with school counselors and school support staff, teachers, post-secondary institutions, regional industries, grant foundations, and program agencies to ensure the successful implementation of college and career pathways.

The Director of College and Career Readiness will take the lead in the development of school support structures to address the social and emotional learning curriculum and in meeting the needs of all students. Student goals will be achieved through scheduled contact with school supporting staff such as School Counselors, Social Workers, and others responsible for sharing information with students and families as it pertains to social and emotional needs and resources, dual credit, advanced placement, credit recovery, online coursework, daily instruction, early graduation, career readiness coursework, apprenticeships, mentoring, job-shadowing, clinical rotations, and cooperative work experiences in the community. Student Success Plans will be closely monitored for growth and successful learning experiences.

Major Responsibilities and Duties:

- Provides leadership, guidance and mentorship to school counselors.
- Supports district counselors in all endeavors and advocates for district counseling program.
- Coordinates, develops, and implements a comprehensive college and career readiness program for PK-12.
- Collaborates with principals on the school counseling efforts to positively impact student achievement and postsecondary planning.
- Uses and helps other to use district, school, and student data appropriately in interpreting, reporting and acting on results.
- Develops partnerships with non-district personnel and institutions of higher learning to augment the resources available to students through the school counseling program including, but not limited to, dual credit opportunities, institutions of higher education, college/career fairs, and financial aid events.
- Develops College and Career Pathways unique to the needs of students in collaboration with the campus staff, community input and labor market demands to develop coherent sequences of courses in multiple areas.
- Collaborates with postsecondary institutions for articulation of dual credit courses and serves as a liaison to higher education partners.
- Builds common visions for program improvement with principal and staff at each school; directing planning activities with staff to ensure attainment; identifies, analyzes, and applies research findings to promote College and Career Pathways.

- Establish and maintain relationships with college admissions offices, recruiters from two and four year colleges, trade schools, military, and alternative programs.
- Maintains a College & Career Readiness website.
- Guides School Counselors in responding to parent inquiries about CCR.
- Plan and coordinate parent and community informational meetings regarding dual credit opportunities, advanced academics, etc.
- Develop yearly budgets and organize district-wide College and Career programs.
- Develop professional development activities for College and Career staff and teachers that align with district goals.
- Facilitate the establishment of programs to increase high school completion.

DUTIES AND RESPONSIBILITIES (additionally):

- Guide development of college and career pathways that consists of four components: academic, technical, work-based learning, and support services
- Implement pre-K to 12 college readiness and career exploration programs
- Create materials and programs that provide information to parents and students that will assist in selection of a pathway that matches student interest
- Develop guidelines and assessments for student completion of pathway programs
- Communicate regularly with site administrators to determine the development of college and career pathways, implementation and staff development needs
- Plan and present staff development workshops
- Assist staff with the development of lesson plans that blend academic and technical curriculum in ways that connect theoretical knowledge and real-world application
- Assist with development of project-based instruction and assessment model
- Develop and present assessment data linking pathways and student achievement
- Create and support advisory groups for College and Career Pathways
- Engage local colleges and industry in proposals, grant writing and planning for pathway development
- Monitor and evaluate the effectiveness of College and Career Pathways
- Promote recognition and celebration of student success and college and industry contributions to College and Career Pathways
- Maintain close communication with partnering agencies to develop teaming opportunities
- Develop and submit competitive grant proposals
- Perform other duties as assigned.