

South Central Career Center
Project Pathways

TITLE: COORDINATOR OF OUTREACH AND PLACEMENT

QUALIFICATIONS:

1. Meet DESE requirements for teacher certification
2. Master's degree in education preferred
3. Five year's related experience in college and career preparation preferred
4. Preference will be given to applicants with grant writing or grant administration experience
5. Proficient with technology integration into daily program operations and evaluation systems
6. Highly organized and proficient in interpersonal communication.

REPORTS TO: Project Director

SUPERVISES: Administrative Assistant for Outreach and Placement

JOB GOAL: To oversee and conduct the day-to-day operations of Project Pathways.

PERFORMANCE RESPONSIBILITIES:

Grant Administration

1. Ensure the goals of Project Pathways are accomplished
2. Complete and file all paperwork necessary for Project Pathways including resubmission upon completion of current grant cycle
3. Maintain fiscal stability of Project Pathways
4. Meet weekly with the Project Director for planning and coordination
5. Coordinate all activities with other area grant recipients

Outreach

6. Coordinate with area high school officials to plan events related to Project Pathways
7. Coordinate with financial aid office to provide financial literacy information to area high school students and community members
8. Coordinate the activities of the student ambassador program
9. Maintain current information in area high schools on the benefits of postsecondary education
10. Ensure quality and frequent dissemination of information regarding all aspects of Project Pathways

Placement

11. Conduct annual follow-up of graduates and program completers and provide report to the Project Director
12. Cooperate with local schools and universities for career fairs

13. Cooperate with local employers and employment agencies to provide current information regarding training and job opportunities
14. Identify program expansion opportunities through forums and surveys
15. Identify and communicate high demand/high wage job opportunities for student placement

Other

16. Perform other duties as assigned by the Project Director
17. Provide written, monthly reports on Project Pathways operations and activities to the Project Director

TERMS OF EMPLOYMENT:

Salary and work year will be established by the Board of Education. This program and/or position is funded by a grant. Continuity of employment may be wholly or partially based on funding renewal.

EVALUATION:

Performance of this job will be in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Signed: _____ Date: _____
(Coordinator of Outreach and Placement)

Signed: _____ Date: _____
(Project Director)