



## **ACADEMIC AND CAREER PLANNING (ACP) & DISTRICT ASSESSMENT COORDINATOR**

### **JOB DESCRIPTION**

The ACP coordinator will foster a college and career readiness culture that prepares students for a faith-filled and successful future in the workforce. This will be achieved by building strong relationships with local businesses and community leaders and ensuring that all secondary school students have the resources and opportunities to succeed in post-secondary education or career pathways. These pathways include, but are not limited to: traditional colleges, technical colleges, apprenticeships, certification programs, and military service, all with the goal of workplace success.

A District Assessment Coordinator (DAC) is responsible for overseeing the administration, logistics, and data analysis of all state and district-mandated student assessments within Newman Catholic Schools, including managing test materials, training staff on proper test administration procedures, ensuring test security, and reporting assessment results to relevant stakeholders; essentially acting as the primary point of contact for all matters related to student testing within the district

#### **Qualifications:**

- 1.** Bachelor's or Master's Degree in Education preferred but not required.
- 2.** Expertise and knowledge of Comprehensive School Counseling Programs. Experience working with students in Academic and Career domains to build knowledge, skills and habits in post-secondary planning.
- 3.** Possess strong leadership and collaborative skills, problem solving ability and excellent oral and written communication/presentation skills.



4. Experience advocating for and motivating ALL students (especially low income and underrepresented youth) to succeed in post-secondary environments.
5. Experience guiding students towards paths that fit their strengths and attributes. Skilled at fostering students' self-exploration of interests, abilities, values and goals.
6. Ability to use and experience with software and various research methods to help students in decision making for college choices and career planning.
7. Working knowledge of curriculum, instruction and assessment. To include systematic initiative integration of academics, fine arts, health/wellness, CTE, world language, co-curricular/extra-curricular, service learning, etc. into a comprehensive ACP model.
8. Ability to produce, analyze and summarize data.
9. Ability to interpret law/regulation, policy and procedure. Knowledge of Education for Employment/PI- 26 and ability to implement requirements K-12.
10. Ability to evaluate instructional programs and practices for continuous improvement and to develop short and long term plans.
11. Working knowledge of college and career readiness and preparation.
12. Training and experience in career development models, research, and best practices.
13. Training and experience in advising students and families on career pathways, youth apprenticeship/ apprenticeship programs, dual credit opportunities, high school graduation/college admissions requirements, entrance exams, college options (to include all post-secondary education programs), military options, financial aid, etc.
14. Capacity to develop integrated and differentiated instructional experiences which includes students with individualized plans such as ISP, ELL.



15. Ability to establish and maintain effective working relationships with faculty, staff, students, families, and the public.