Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	College & Career Coordinator
Department:	Educational Services
Reports to:	Assistant Superintendent of Educational Services

SUMMARY:

The College & Career Readiness Coordinator advises Educational Services in all matters related to the development, implementation and evaluation of District-wide plans that ensure equity and access to a rigorous course sequence with diverse pathways that prepare all students for their opportunities in college and/or careers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with the development and lead the implementation of the District's LCAP as it relates to college and career readiness for all.
- Coordinate all aspects of the District's (TK-12) college and career readiness programs (i.e., AVID, AP, CTE Pathways, Dual Enrollment) and assist schools with additional site-based initiatives supporting college and career readiness.
- Update, maintain and oversee implementation of all District policies and regulations pertaining to college and career readiness.
- Ensure expectation for teaching and learning will yield students' college and career readiness; adjust accordingly.
- Provide professional development for staff pertaining to college and career readiness.
- Coordinate various student events and activities (i.e., college and career fair, field trips) that support college and career readiness.
- Secure career exploration and training opportunities for students (i.e., job shadows, internships) and maintain all necessary paperwork pertaining to such.
- Support and assist with supervision of the College & Career Technicians.
- Coordinate and support the work of various District PLCs (i.e., counselors, CTE teachers, alternative education) for the purposes of ensuring students' college and career readiness.
- Work closely with our community, industry partners and post-secondary institutions; seek out new partnerships.
- Support in the development and implementation of MTSS district-wide to support students' in attaining college and career readiness.
- Assist with data collection, evaluation and reporting as it pertains to college and career readiness.
- Manage existing grants/funds to support college and career readiness (i.e., CTEIG, Perkins), including the writing of reports, etc., and actively seek out additional funding opportunities.
- Performs all other duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree, minimum of three years of public school teaching experience, preferably at the secondary level.

CERTIFICATES, LICENSES, REGISTRATIONS:
Valid California Driver's license, valid California teaching credential required; California administrative services credential desirable.

LANGUAGE SKILLS:
Ability to read, analyze, and interpret student achievement and behavioral data. Ability to write reports, correspondence, and procedural manuals. Ability to effectively present information and respond to questions from groups of managers, educators, support staff, and the general public.

MATHEMATICAL SKILLS:
Ability to work with mathematical concepts such as probability and statistical inference and graphs. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations and analyze data from multiple sources.

REASONING ABILITY:
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES:
Ability to apply knowledge of current research and theory to instructional programs and school/District level student supports; ability to plan and implement action plans based on school objectives and the needs and abilities of assigned students. Ability to establish and maintain effective relationships with students, peers, instructional staff, administration, parents, and the general public; skill in oral and written communication.

PHYSICAL DEMANDS:
Physical Abilities: Sit for prolonged periods, work with minimal supervision, think logically, be attentive to detail, and utilize problem-solving methodology. Work with diverse audiences and present information in clear understandable formats.

Significant physical abilities: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Some driving is required. Frequent writing is required. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people. Lifting objects up to 15 pounds is required.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.