Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Director, Postsecondary & Workforce Readiness**	FLSA Status:	**Exempt**
Job Family:	**Administrative**	Pay Range:	**A/P Schedule, Grade J**
Prepared/Revised Date:	**August 1, 2026**	Job Code:	**10416**
		Days:	**260**

SUMMARY: Responsible for playing a pivotal role in developing and implementing a comprehensive system of pathways that lead to college and high-skill, high-wage careers. Build capacity and support schools at all grade levels to ensure students graduate equipped with diverse options and the career readiness skills necessary for postsecondary and workforce success. Collaborate closely with district leadership, school administrators, counselors, postsecondary institutions, regional industries, grant foundations, and program agencies to facilitate the effective implementation of pathways for college, career, military, and workforce opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Provide leadership and strategic alignment to support the District's PWR vision, including college, career, and workforce readiness initiatives.
2. Oversee programs that build student awareness (PK-5), exposure (6-8), and preparation (9-12) for postsecondary and workforce pathways.
3. Lead the development and implementation of career pathways and secondary Career and Technical Education (CTE) programs in high-demand, high-wage industries.
4. Oversee and manage operations, programming, and initiatives at the PSD Career Tech Center to ensure alignment with district goals and industry needs.
5. Collaborate with design teams and stakeholders on projects funded by bonds, mills, and grants to expand career-connected pathways and support student credentialing.
6. Serve as the primary liaison with the Colorado Department of Education, post-secondary institutions, and state/national organizations to advance PWR initiatives.
7. Develop and communicate a long-term vision and implementation plan for career-connected learning across the district and community.
8. Work with the PSD Cabinet to integrate innovative programs, tools, and initiatives, including technology, dual/concurrent enrollment, and work-based learning opportunities.
9. Engage private sector, business, and higher education partners through advisory committees and collaborative efforts to enhance student outcomes and align programs with industry needs.
10. Provide regular updates to district leadership and school administrators on the progress and status of PWR initiatives.
11. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's Degree in Education Leadership or related field
- Minimum three years' experience as building administrator, district or other leadership related to PWR
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Colorado Principal or Administrator's License
- Valid Colorado driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of the teaching and learning theory process
- Knowledge and application of emerging technologies
- Excellent communication skills
- Effective interpersonal skills, including collaboration, teamwork, creative problem-solving, conflict resolution, group planning, and decision-making process
- Ability to work independently and follow through on assigned tasks
- Ability to prioritize and manage multiple projects
- Critical thinking and problem-solving skills
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Assistant Superintendent	
Direct reports:	Site Director Career Tech Center	1
	Coordinator Career & Technical Education	1
	Coordinator Community & Business Development Coord	1
	Coordinator Postsecondary	1
	College & Career Specialist	1
	Department Technician II – CTE	1
	Office Manager Support Services – Career & Innovation	1
	Department Secretary	1

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds		X		
Up to 25 pounds	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X

VISION DEMANDS:	Required
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	