

OnSite College and Career Academy Coordinator

POSITION TITLE

Career Academy OnSite Coordinator

SCHEDULE

230-day contract

POSITION PURPOSE

The On-Site College and Career Academy Coordinator is responsible for the leadership and coordination of the EDGE College and Career Academy. A primary focus of the OnSite Coordinator is building effective community partnerships with business, industry, and post-secondary institutions to expand opportunities for students. This position also provides comprehensive oversight of Career Academy dual enrollment as well as career, technical, and agricultural education (CTAE) programs, ensuring alignment with district, state, and industry standards.

MINIMUM QUALIFICATIONS

- Valid Georgia teaching certificate (CTAE preferred).
- Prior experience with CTAE, career exploration, or workforce development programs
- Effective communication, organizational, and interpersonal skills.
- Ability to work collaboratively with students, staff, business partners, and community members.
- Leadership Endorsement or Certification.

PREFERRED QUALIFICATIONS

- Experience with grant-funded programs (e.g., Perkins).
- Prior supervisory experience in CTAE or Career Academy programs.
- Possession of a valid Commercial Driver's License (CDL) with appropriate endorsements to operate a school bus, or willingness to obtain within a designated timeframe.

JOB RESPONSIBILITIES

1. Leadership & Daily Operations

- Assist the Building Administrator with daily operations of the College and Career Academy, ensuring effective facility and program management/oversight, when needed.
- Serve as liaison between the Career Academy, high school principals, district leadership, and external community partners.
- Ensure compliance with all applicable policies and regulations.

2. Instruction & Student Support

- Teach one course per semester, as needed.
- Supervise WBL students, coordinate placements, and monitor progress.

- Organize career exploration activities.

3. Program Oversight & Development

- Lead development and improvement of EDGE CCA (CTAE) programs.
- Supervise needs assessments and manage EOPA administration.
- Supervise integration of career readiness standards.

4. Partnerships & Community Engagement

- Build and maintain effective community partnerships with business, industry, and post-secondary institutions.
- Collaborate with workforce and economic development entities.

5. Resource Management

- Secure financial, in-kind, and service support.
- Manage budgets and financial controls.

6. Federal and State Grants

- Responsible for the development and oversight of the following grants including: CTE Extended Day, CTE Apprenticeship, CTE Supervision, and Perkins Plus.
- Maintains budgets, approves purchase orders, etc.

7. Data, Reporting & Continuous Improvement

- Lead data collection, analysis, and reporting.
- Utilize data for strategic planning and program enhancement.

8. Professional Development & Collaboration

- Attend professional learning opportunities.
- Collaborate with district leadership and staff.

8. Other Duties

- Perform additional duties as assigned.

EVALUATION

Performance will be evaluated annually by the Superintendent or designated Supervisor in accordance with Policy GBI - Evaluation of Personnel.

NOTE:

This job description is an abbreviated (two-page maximum) version for the College and Career Academy Grant and does not include the full job description on file at the ECSS Board Office.