CATASAUQUA AREA SCHOOL DISTRICT

Teacher Contract *As Per C.B.A*

K-12 Career Connections Coordinator/High School BCIT Teacher

Assignment: Districtwide
Department: Building Level
Reports to: Director of Curriculum & Assessment
Evaluated by: Director of Curriculum & Assessment

Position Definition: The K-12 Career Connections Coordinator/High School Business/Computer & Information Technology Teacher is a 10-month position that reports directly to the Director of Curriculum & Assessment. The main responsibilities of this position include: facilitating career planning and exploration experiences for students and teaching high school business, computer and/or information technology courses. Additional summer days will be required, as needed. Duties include, but are not limited to, the following:

Essential Duties and Responsibilities:

- ► Communicates and facilitates advanced offerings for the benefit of Catasauqua Area School District students.
- ► Facilitates internships, externships, etc for Catasauqua Area School District students as designated by board approved curriculum.
- ► Meets with Catasauqua High School students annually to review career plans and advise accordingly.
- ► Facilitates relationships with local and regional businesses and industries.
- ► Assists in the coordination of career speakers and job experiences relative to the Catasauqua Area School District K-12 Educational Program.
- ► Facilitates Catasauqua High School/Catasauqua Middle School Career Fair.
- ► Serves as a liaison to the Workforce Investment Board.
- ► Assists in the design and implementation of a mentoring/job shadow/internship program.
- ► Monitor and provide opportunities for students to participate in work-based learning and earn industry-recognized credentials.
- ► Participates in District Counselor Meetings.
- ► Prepares all students for making informed and appropriate career choices. This may include career exploration, self-awareness, and decision-making activities, either individually or in groups.
- ► Delivers formal classroom presentations when necessary.
- ► Maintains communication with students, parents, and staff.
- ► Works cooperatively with teachers, counselors, administrators, parents, and community agencies.
- ► Provides in-service to others regarding career clusters and emerging careers.
- ► Continues efforts to upgrade skills and remains aware of new trends in career awareness/education.
- ► Collaborate with K-12 school counselors to deliver a comprehensive college and career ready curriculum as directed by Supervisor.
- ► Collaborate with K-12 school counselors to assist students in meeting state requirements associated with college and career readiness.
- ► Assist in delivering the career education curriculum for K-12 students.
- ► Performs all other duties and/or responsibilities assigned by Supervisor.

Qualifications

Education/Experience

- Valid PA Business/Computer & Information Technology Certification; skills and experience in managing multiple projects. Individual must possess a valid Pennsylvania driver's license at time of hire.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized and non-standardized situations.

Language Skills

- Ability to read and interpret documents such as statutes, regulations, state guidelines, safety rules, technical manuals, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before individuals and employees within and outside of the organization.

Physical Demands

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 job, the employee is regularly required to sit and talk and hear. The employee frequently is required to use hands to handle or feel and reach with hands and arms. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. The employee is regularly required to use the phone, FAX, and computer.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. 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.