

# Coordinator of P-TECH and Student Initiatives Job Description



**Job Title:** Coordinator of P-TECH and Student Initiatives

**FLSA:** Exempt

**Reports to:** Campus Principal

**Pay Grade:** Teacher Scale

**Dept./School:** Assigned Campus

**Calendar Days:** 226

**Contract:** Probationary/Term

**Revised:** 4.28.22

## Primary Purpose

Provide leadership regarding the systems and structures that characterize the climate, culture, image, and representation of the campus internally and with the Institute of Higher Education, industry, and community partners as outlined in the P-TECH Blueprint adopted by TEA. The coordinator is responsible for the overall coordination of the P-TECH program, planning, and implementation of industry partner-specific projects and events. The coordinator is instrumental in facilitating students' progress and success by ensuring that appropriate collaborative support mechanisms are in place.

## Qualifications

### Education/Certification:

- Bachelor's degree from an accredited college or university; Master's degree in Education, Public Affairs, or related field preferred
- Valid Texas teacher certificate or equivalent work experience

### Special Knowledge/Skills:

- Extensive knowledge of contextual learning, with a strong emphasis on creating and delivering campus initiatives as outlined in the P-TECH Blueprint
- Strong project planning, scheduling and resource management skills
- Strong communication and interpersonal skills
- Excellent written, oral, digital, and interpersonal communication skills
- Demonstrate self-direction, motivation and time management
- Demonstrated ability to work in a team-oriented, collaborative environment
- Ability to organize and prioritize duties
- Ability to work irregular hours as needed
- Demonstrated ability to conduct formal presentations
- Ability to master relevant technological capacities and college technology systems

### Experience:

- Minimum five (5) years of experience in CTE programs, School Choice, Community Relations or equivalent
- Extensive experience in project management and event planning
- Experience creating and executing campus-wide, data driven initiatives in collaboration with external stakeholders
- Experience monitoring individual students' and cohorts of students' progress towards college and career goals

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- Experience working with higher education and/or workforce development, preferred
- Experience working with both high school students and adults (i.e. professionals, teachers, parents, and school leadership), preferred

### Major Responsibilities and Duties

1. Provide leadership with the planning and implementation of systems and structures that characterize a successful P-TECH campus as outlined in the P-Tech Blueprint
2. Coordinate marketing, recruitment, tours and work based learning events
3. Establish and maintain relations with industry, workplace, community partners and the advisory board that contribute to the educational experiences of P-TECH students and facilitate the coordination of internships to include delivering orientation and training regarding the roles and responsibilities of the industry partners. Engage with industry partners in securing annually a signed memorandum of engagement following Aldine ISD procedures.
4. Develop a formal evaluation system with managers, mentors and teachers to culminate each student's internship experience
5. Assist with planning, conducting, and/or coordinating professional development for school staff
6. Work with the Choice School Office including, but not limited to, completing student applications, outreach, recruitment, and other district events to promote and/or showcase Rose Avalos P-TECH School.
7. Assist the counselor and IHE with all activities related to college enrollment, including, but not limited to, registration, scheduling, course withdrawal and final grade submissions
8. Implement orientation programs for students and parents, outlining expectations, procedures, policies and criteria for the students' successful attainment of the industry certifications and workforce certificates
9. Collaborate with the school's CTE teachers and Industry Partners to create project based learning opportunities and work based learning which include, but are not limited to, job shadowing, work-site tours, and paid or unpaid apprenticeships and internships
10. Monitor and report program evaluation and student success data from all sources, per state and local requirements including, but not limited to, industry certifications, workforce certifications, job placement up on graduation, and coordinating an Annual Internship Completion Expo.
11. Develop and maintain all P-TECH Blueprint products as required by the Texas Education Agency. Ensure that all products are published on the campus website.
12. Comply with federal and state laws, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations

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13. Engage all CTE teachers through a coaching feedback cycle to improve instructional practices and student learning to drive outcomes toward established goals in the area of Industry Certification, Lone Star College Workforce Certificates, and Mentoring and Work Based Learning Experiences.

### Professional Growth and Development

14. Utilize information provided through formal and informal feedback from administrators to create an action plan for continuous improvement of professional skills and knowledge
15. Improve leadership skills through self-initiated professional development activities on a continuous basis

### Other

16. Perform other duties as assigned by the Principal and the Superintendent of Schools

### Evaluation

The evaluation for the Coordinator of Campus and Student Initiatives is a responsibility resting with the Principal. An evaluation shall be completed in writing at least once during the course of each school year.

### Work Environment

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Frequent sitting and standing; occasional bending/stooping, pushing, pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

\*This position is funded by Federal/and or State grants, you understand that your employment is expressly conditioned on the availability of full funding for the position. If full funding become unavailable, the position is subject to termination, nonrenewal, or reassignment as applicable, based on experience and/or certifications.