



Position Description
Century Promise – School Coordinator

Salary Level: Range VII Act 93 Agreement

Prepared Date: September 17, 2021

Contract/Benefits: Act 93 Agreement

Prepared By: Deputy Superintendent of Operations

Reports To: Century Promise Executive Director/Executive Director of Secondary Education

Qualifications:

1. Bachelor's degree with a major in education, or a related field. Advanced degree preferred.
2. Knowledge of career opportunities for students, programs of study, and similar programs.
3. Ability to maintain confidentiality and proven ability to utilize discretion regarding matters involving students and families.
4. Strong interpersonal skills evidencing the ability to effectively interact and work with a wide range of constituents, including, but not limited to, students, staff, administrators, parents, and the community, evidencing high quality customer service, tact, patience, and courtesy under often stressful circumstances.
5. Satisfactory work record & criminal/child abuse clearances (Acts 34 and 151).
6. 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.
7. Such additional or alternatives to the above qualifications as the board or superintendents may determine appropriate and acceptable.

Summary

The School Coordinator shall be appointed by the Allentown School District and shall report to the Century Promise Executive Director while dually supported by the Executive Director of Secondary Education. The position serves as the liaison between the District/school and Industry Coordinator to connect students and families with the supports needed to ensure a successful transition from school to college and/or career in adherence with the vision of the Century Promise.

Essential Duties and Responsibilities

1. Coordinates and communicates college/career avenues with school Principals, school counselors, LCTI, Workforce Investment Board and any other partners that support the development of requisite skills for identified college and career paths.
2. Serves as a liaison between the District and Industry Coordinator to foster business partnerships to increase opportunities for students to successfully advance to college/career paths upon graduation.

3. Develops, coordinates, and oversees student mentoring programs both within ASD, and with external partners, colleges, and universities, in direct alignment with industry partner needs and college/university requirements to ensure a successful transition to identified college/career path.
4. Collects, organizes, analyzes, and acts on data, to ensure students are supported in meeting outcomes resulting in successful transition from high school to identified college/career path.
5. Monitors and utilizes *Future Ready PA Index* data to identify areas in which to coordinate support and resources as it relates to college and career performance measures.
6. Collaborates with Industry Coordinator, school counselors and staff to develop tools and systems, including the use of *Smart Futures* (career portfolio software) for identifying student interest in college, and career areas (i.e., student surveys, interviews, etc.).
7. Collaborates with Industry Coordinator, school counselors and career partners to develop curriculum targeting requisite skills as required for identified career path and in supporting the mission of the *Century Promise*.
8. Develops, coordinates, and oversees parent engagement opportunities that provide resources for parents and families to develop a clear understanding of college/career options and industry requirements to ensure a successful transition to identified college/career path.
9. Develops, coordinates, and collaborates with the Industry Coordinator on opportunities to build college and career awareness for middle school students.
10. Develops, coordinates, and collaborates with the Industry Coordinator and identified partners (LCCC, WBLV, etc.) to develop opportunities for students to build an understanding of employability skills and workforce preparedness to successfully enter college/career of choice.
11. Collaborates with Industry Coordinator and Workforce Board Lehigh Valley (WBLV) to oversee and support College and Career Resource Centers designed to offer services and connections to resources related to college and career preparation.
12. Performs such other tasks and assumes such other responsibilities as may be assigned or delegated by the supervisor as driven by mission of the Century Promise.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Manages difficult or emotional parent/community situations judiciously; Responds to parent/community requests for service and assistance; Solicits parent feedback to improve effectiveness; Meets commitments made to parents and the community. Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Demonstrates group presentation skills; Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Presents numerical data effectively.

Organizational Skills

Works within approved budget; Conserves district/school resources; Shows respect and sensitivity for cultural differences; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Supports district's goals and values; Develops strategies to achieve district's goals; Understands district's strengths & weaknesses; Aligns work with strategic goals and the 720 Grant; Adapts strategy to changing conditions.

Personal Competencies

Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions; Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals; Prioritizes and plans work activities; Uses time efficiently; Sets daily/weekly goals and objectives; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect regardless of their status or position; Accepts responsibility for own actions; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality; Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time; Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving instruction and related activities; Develops innovative approaches and ideas.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the administrator is regularly required to talk or hear. Specifically, the administrator must be capable of hearing forty (40) decibel loss maximum. Specific vision requirements include seeing with acuity of twenty (20) inches or less and far acuity of at least twenty (20) feet with normal depth perception, field of vision and accommodation. The administrator is required to use hands to fingers or handle documents, telephone, etc. The employee is required to stand and walk for sustained periods of time throughout the district and climb stairs. The employee must be capable of receiving oral communication and/or conveying details and/or important instructions to employees accurately and quickly, using good judgment.

Evaluation

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Date: _____

Reviewed and read by: _____