

BOARD OF EDUCATION – DELAWARE CITY SCHOOLS

Job Description

Date: January 2025

Title: **Career Pathways and Workforce Readiness Coordinator**

Reports To: Director of Secondary Education

Employment Status: Full Time

FLSA STATUS: Exempt

Qualifications:

- State of Ohio teaching license/certificate K-8, 1-8, 4-9, 7-12 and masters degree.
- Three years of successful teaching experience
- Demonstrated ability to work collaboratively with diverse constituencies including students, classroom teachers, principals, district administrators, support specialists, community, agency staff, and business/industry partners.
- Knowledge of the Ohio Department of Education's Career Advising Policy and Career Connections Framework, as well as its role in the department's *Each Child Our Future Strategic Plan*
- Knowledge of Ohio's Career Tech compliance measures
- Knowledge of various work-based learning programs and the skills required to supervise a quality program
- Knowledge and skills to determine the impact and role work-based learning opportunities play in relation to career choices, graduation requirements, specially designed programs and career pathways.
- Demonstrated ability to prioritize multiple assignments and meet deadlines with minimal direction
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Good health, physical stamina, fitness and vitality

General Description: Dedicated Career Pathways and Workforce Readiness Coordinator with a passion for guiding students towards successful future careers. Committed to implementing comprehensive career development programs that equip students with essential skills, knowledge, and experiences for post-secondary success. Skilled in cultivating strong partnerships with industry professionals, educational institutions, and community organizations to provide diverse and enriching work-based learning opportunities. Proven ability to foster a culture of student empowerment, ensuring they graduate prepared for the demands of the modern workforce.

Essential Functions:

1. Facilitate the implementation of the District Strategic Plan for Career Pathways and Workforce Readiness.
2. Collaborate with District Administrators, Principals, Teachers, and School Counselors to design and implement a comprehensive K-12 Career Education Scope and Sequence that engages elementary students in career exposure, middle school students in career exploration, and high school students in career pathways, while integrating academic, industry credentials, and/or college credits into career pathways.
3. Promote the awareness of the changing workforce needs to educate students, staff, and parents to best guide students to successful careers, including, but not limited to classroom visits, staff and parent communications and presentations.
4. Research, recruit and secure available CTE-specific opportunities with industry partners for students.
5. Collaborate with the Delaware Area Career Center to determine district and student needs and partnerships.
6. Prepare data and reports to assist in the monitoring of the K-12 Career Education Score and Sequence, including but not limited to career pathways, industry credentials, college credits, work-based learning opportunities, and career technical equipment grants.

7. Monitor students' progress in obtaining industry credentials and collaborate with educators to develop and implement relevant curricula.
8. Implement and update the district's systems with work-based learning opportunities, monitoring, and reporting for EMIS coding and industry credential reimbursements.
9. Collaborate with school counselors to ensure students' graduation plans incorporate college and career pathways, and provide support in navigating post-secondary options and opportunities.
10. Provide training to staff and students on utilizing college and career readiness platform for work-based learning tracking and other CTE components.
11. Determine Work-Based Learning guidelines and agreements and communicate to all appropriate parties
12. Prepares CTE Work-based Learning students for placement and training, monitors and reports completion
13. Represent Delaware Schools at various networking events and coordinate and host job fairs, on/off site visits for employers to establish a relationship, identify and develop job opportunities for student participants,
14. Report needs, trends, and outcomes to building and district administrators.
15. Organize events and opportunities such as state of workforce, career fairs, internships, externships, pre-apprenticeships, job shadowing, etc.
16. Collaborate with District Administrators, Principals, Teachers, and School Counselors to design and implement a comprehensive K-12 Career Education Scope and Sequence that integrates academic, industry credentials, and career pathways.
17. Collaborate with colleges, businesses, and workforce development agencies to stay informed about current and future workforce needs and trends in order to advocate to integrate relevant skills and competencies into the school curriculum.

Expectations:	1.	Demonstrate support for the district's Vision, Mission and Beliefs.
	2.	Demonstrate commitment to continuous improvement by engaging in regular professional development activities.
	3.	Ensure that decisions are data-informed.
	4.	Demonstrate flexibility and openness to innovation in the performance of job related duties.
	5.	Serve as a role model in how to conduct oneself as a citizen and as a responsible, intelligent human being.
	6.	Adhere to and enforce all board policies.
	7.	Perform other tasks as assigned by the immediate supervisor.
	8.	The employee shall remain free from any alcohol or abuse of a non-prescribed controlled substance in the workplace throughout his/her employment in the District.
Additional Working Conditions:	1.	Occasional exposure to blood, bodily fluids, and tissue.
	2.	Occasional operation of a vehicle under inclement weather conditions.
	3.	Occasional interaction among unruly children.