

Thornton Township High School District 205

Job Description: College & Career Portfolio Coordinator

Title: College & Career Portfolio Coordinator

Location: Designated Building

Reports to: Director of Curriculum and Instruction, Building Principal

Job Summary: The College & Career Portfolio Coordinator will be responsible for providing staff leadership for the implementation of the District 205 College & Career Portfolio graduation requirement and will support the College & Career Portfolio for all students through a comprehensive system of support and improvement.

Essential Duties and Responsibilities:

College & Career Portfolio Structure

- Facilitate the College & Career Portfolio process through a comprehensive and manageable structure for implementation.
- Maintain a system for recording student progress in fulfilling the requirement of the project from freshman through senior year.
- Maintain and update College & Career Portfolio forms and records systems.
- Assign and monitor College & Career Portfolio Team Members.
- Maintain the school's College & Career Portfolio web page.

System of Support for College & Career Portfolio

- Support students, staff, and administration in successful implementation of College & Career Portfolio.
- Communicate regularly with students and staff about project point acquisition opportunities, deadlines, and requirements through verbal, written, and electronic communications.
- Communicate regularly with parents about College & Career Portfolio point acquisition opportunities, deadlines, and requirements through verbal, written, and electronic communications as well as facilitating College & Career Portfolio information centers at schedule pickup, Back to School Night, Parent-Teacher conferences, and other events.
- In collaboration with Area Instructional Leaders, support College & Career Portfolio requirements implemented through content courses.
- Communicate regularly with building administration on students' progress in completing College & Career Portfolio, from freshmen to seniors.
- Attend district-wide College & Career Portfolio Coordinators' meetings to identify best practices and improve the process.

College & Career Portfolio Monitoring and Evaluation

- Ensure that College & Career Portfolio is implemented in the most effective and efficient manner possible.
- Collect relevant data on College & Career Portfolio to demonstrate its effectiveness and proper implementation on a quarterly and annual basis.

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- Monitor College & Career Portfolio Team Member effectiveness in ensuring that students are progressing toward completion on schedule.
- Monitor and assess teacher proposals on activities where students can accumulate points toward their College & Career Portfolio

Additional Duties and Responsibilities:

- The person in this position will be responsible for any additional duties and/ or responsibilities as assigned or required by the Director of Curriculum and Instruction or Building Principal as it relates to the College & Career Portfolio program.

Physical Activity:

Work will require very infrequent lifting, pulling or pushing during the normal performance of tasks and responsibilities. Work may require frequent walking and standing.

Work Environment:

Work is performed in an environment where unusual temperature, noise, and hazards are relatively nonexistent.

Qualifications:

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, skills, and/ or abilities required.

- Professional Educator License.
- Two (2) years teaching experience in District 205.
- Effective communication skills, both written and oral.
- Moderate knowledge of Microsoft Excel & Word
- Ability to work collegially with parents, students, and all staff.

Terms of Employment:

This is a position with one (1) release period. Both the release period and number of days (185) are in accordance with the Faculty Association contract agreement.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Faculty Association contract agreement.