

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### COORDINATOR, CAREER PATHWAYS/ LITERACY

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Valid Florida teaching certificate.
- (3) Experience in classroom teaching.
- (4) Experience in administration preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of design and delivery of in-service programs. Knowledge of the school system and sub-systems. Skill in organization and oral presentation. Knowledge of instructional strategies. Ability to apply knowledge of interpersonal communications and group dynamics. Ability to communicate effectively orally and in writing.

#### REPORTS TO:

Assistant Superintendent, Instruction and Vocational Director

#### JOB GOAL

To coordinate the District's Career Pathways initiatives to benefit students, the School District, and the private sector. To promote literacy in the district.

#### SUPERVISES:

Assigned Support Personnel

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Coordinate and supervise the District's Career and Technical Education and K-12 Reading programs.
- \* (2) Serve as consultant for elementary, middle, and high schools to implement program goals.
- \* (3) Oversee the on-going update of goals and objectives.
- \* (4) Coordinate activities of Career and Technical Education and K-12 Reading steering committees.
- \* (5) Coordinate career development centers.
- \* (6) Work with guidance staff to implement career interest testing, development, implementation, and update of four-year plans for grades 8-12.
- (7) Oversee career assessment activities.
- \* (8) Develop and write grant applications related to Career and Technical Education and K-12 Reading.
- (9) Monitor grant implementation to ensure compliance with objectives and guidelines.
- \* (10) Identify, evaluate, and coordinate inclusion of applied courses into the curriculum and assist teachers with lesson plans and instructional materials.
- \* (11) Provide assistance to teachers in infusing applied techniques / strategies into current academic and CTE classes.
- \* (12) Facilitate cross-curriculum teams to integrate basic competencies, employability skills, and other interdisciplinary activities into all classes.
- \* (13) Coordinate the delivery of in-service training to support current and new program.

**COORDINATOR, TECH PREP / SCHOOL-TO-WORK (Continued)**

- \*(14) Coordinate activities of a 4 + 2 + 2 Articulation Committee to include representation from Levy County high schools, College of Central Florida, and other area colleges and universities.
- (15) Make presentations to individuals and groups to promote Tech Prep and School-to-Work concepts.
- \*(16) Conduct evaluation of the CTE and K-12 Reading program according to District and State guidelines.
- (17) Plan, develop and implement curriculum models based on industry input in identified career cluster areas.
- (18) Design and develop marketing and recruitment tools for Career and Technical Education and K-12 Reading.
- (19) Conduct awareness and information sessions for parents, students, and staff at each high school.
- \*(20) Prepare all required reports and maintain all appropriate records.
- (21) Coordinate Department of Education (DOE) program review visits.
- (22) Represent the District at local, regional, and State meetings and workshops, as required and appropriate.
- (23) Serve as liaison with the business community.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(25) Ability to work in a constant state of alertness and safe manner.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 7**

**Lane C CPL**

**Salary Index 0.8973 of the Administrative Salary Schedule**

**DOE Job Code 63071**

**Board Approved 12/20/2011**

**Revised Board Approval 04/11/2017**