

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

COORDINATOR, CAREER PATHWAYS

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

JOB GOAL

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

SUPERVISES:

Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate and supervise the District's Career and Technical Education Program.
- * (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 career development activities.
- * (5) Work with guidance staff to implement career interest testing, development, implementation, and update of four-year plans for grades 8-12.
- (6) Oversee career assessment activities.
- * (7) Develop and write grant applications related to Career and Technical Education.
- (8) Monitor grant implementation to ensure compliance with objectives and guidelines.
- * (9) Identify, evaluate, and coordinate inclusion of applied courses into the curriculum and assist teachers with lesson plans and instructional materials.
- *(10) Provide assistance to teachers in infusing applied techniques / strategies into current academic and CTE classes.
- *(11) Facilitate cross-curriculum teams to integrate basic competencies, employability skills, and other interdisciplinary activities into all classes.
- *(12) Coordinate the delivery of in-service training to support current and new program.
- *(13) Coordinate activities related to Career Pathways Activities Agreements to include representation from Levy County high schools, College of Central Florida, and other area colleges and universities.
- (14) Make presentations to individuals and groups to promote Career & Technical Education Work-based learning concepts.
- *(15) Conduct evaluation of the CTE program according to District and State guidelines.

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

- (16) Plan, develop and implement curriculum models based on industry input in identified career cluster areas.
- (17) Design and develop marketing and recruitment tools for Career and Technical Education.
- (18) Conduct awareness and information sessions for parents, students, and staff at each high school.
- *(19) Prepare all required reports and maintain all appropriate records for state & federal Career & Technical Education Grants & Programs.
- (20) Coordinate Department of Education (DOE) program review visits.
- (21) Represent the District at local, regional, and State meetings and workshops, as required and appropriate.
- (22) Serve as liaison with the business community.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(24) 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 0.8493 of the Administrative Salary Schedule

DOE Job Code 63071

Board Approved 12/20/2011

Revised Board Approval ~~04/11/2017~~, 04/27/2021