



COLLEGE AND CAREER PROGRAMS COORDINATOR

Classification: Non-Exempt Classified

JOB GOAL:

To provide district students career and college-related opportunities through a variety of programs, events and field trips.

QUALIFICATIONS:

- High school diploma or equivalent;
- Evidence of good leadership and citizenship qualities, and an interest in students;
- The ability to communicate well with adults and students;¶
- The ability to communicate fluently verbally and in writing in English;
- The ability to identify needs of youth in the community, and work with the district, other agencies, and partners in coordinating services that meet those needs;¶
- The ability to organize and coordinate programs / events;
- The ability to become knowledgeable about asset development in youth, and other specialized issues such as school dropout prevention, youth services, teen pregnancy prevention, drug and alcohol abuse, violence prevention and other issues pertaining to the development of healthy youth and communities;
- The ability to establish and maintain harmonious working relations with youth and families, board members, school staff, the public, and community partners;
- Knowledge of other cultures and the ability to work with people from diverse ethnic and cultural backgrounds;
- Some skill in information systems technology (word processing, spreadsheets, email, etc.);
- Willingness to participate in staff development activities, when appropriate, to increase awareness of benchmark requirements, and other educational issues that relate to the project;
- The ability to make appropriate, independent, on-the-spot decisions, guided by policy;
- Have a first aid card, as requested by supervisor; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

PREFERRED QUALIFICATIONS:

- Bilingual English/Spanish.
- Experience working in a school setting.

REPORTS TO:

- High school principal.

PERFORMANCE RESPONSIBILITIES:

- Attend regularly;
- Notify school/department when absent, according to contract specifications; and
- Adhere to arrival, rest periods, and departure times.

Responsibilities include, but are not limited to the following:

- Tracking Perkins and Pathways program completers, reporting of all completers to MWEC/ODE;
- Creating, scheduling and coordinating of field trips to colleges, businesses, trade fairs, and other locations deemed important by program staff;
- Creating and maintaining industry partnerships;
- Creating and organizing student internship and job shadow experiences;
- Assisting in the spending of annual CTE funds;
- Coordinating an annual career fair;
- Updating CTE informational fliers, and assisting in public relations efforts for our CTE strands;
- Counseling students in CTE course selection; and
- Perform other duties, as assigned.

COMMUNICATION/COMMUNITY INVOLVEMENT:

- Produce internal and external communication documents (flyers, brochures, meeting announcements, press releases, etc.);
- Maintain records of the outcomes of the programs;
- Facilitate communication and collaboration among the District, business partners, community, organizations, and the schools through participation in community and other networking meetings;
- Make presentations to community groups and recruit volunteers;
- Facilitate and attend meetings related to job responsibilities; and
- Represent the schools at community meetings and events.

WORKING CONDITIONS:

- A flexible work schedule with irregular hours and some overtime, regular evening meetings and some weekend assignments, a personal car required for travel to all parts of the community, with, perhaps, occasional travel required outside the community and state.

PHYSICAL REQUIREMENTS:

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, And fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

TERMS OF EMPLOYMENT:

- According to Board policy and procedures, master contract, and school calendar.

EVALUATION:

- Performance will be evaluated annually in accordance with Board policy and established procedures.

OTHER:

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

Gervais School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex, or age in providing or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issue; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.

The Director of Special Services has been designated to coordinate compliance with these legal requirements and may be contacted at the Gervais Middle School at 300 E. Douglas AVE, Gervais, OR 97026, Phone: 503-792-3803, ext. 2010.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature

Date

Employee Print Name

Date

Supervisor Signature

Date

Supervisor Print Name

Date