

COORDINATOR IV – COLLEGE AND CAREER READINESS

DEFINITION:

Under the direction of the Executive Director of Secondary Education, Coordinator will lead the District's College and Career Readiness programs and services to support the District's goal that every student graduating from high school is college and career ready.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Support the development, implementation and evaluation of a structured K12 college and career readiness program.
- Collaborate with Ed Services coordinators and directors to establish college and career readiness outcome measures and include them across all curricular areas.
- Create and revise CTE courses that support current state standards
- Serve as the liaison community colleges and 4-year colleges regarding career planning, Career Technical Education (CTE) and college readiness.
- Serve as the liaison with the ROP and with CTE curriculum leaders within the county and state and serve on advisory boards regarding CTE programs.
- Lead the writing and administration of any relevant grants, such as the Carl Perkins grant, including data collection, gathering administrative data, and disseminating information to teachers and counselors on career awareness, career preparation and academic integration.
- Participate in the articulation of CTE courses via meeting with teachers, community colleges, and distributing agreements and certificates.
- Lead efforts toward increasing college and career readiness for all students, while decreasing the achievement gap.
- Provide guidance and supervise selection of instructional materials.
- Supervise the ordering, inventory and distribution of materials and equipment.
- Organize meaningful work-based learning opportunities through business/industry and community resources.
- Collect, compile and publish graduation data and other data that indicates the college and career readiness of students. This includes data from surveys, as well as PSAT, SAT, ACT and AP data.
- Create, develop and maintain a college readiness/CTE district website.
- Assist the Information Technology Department by updating course and student information to meet CalPads requirements.
- Lead any compliance mo

QUALIFICATIONS GUIDE

Knowledge of and Ability to:

- Knowledgeable and supportive of college and career readiness assessments and programs.
- Exhibit comprehensive knowledge of, and experience with effective presentation strategies.
- Communicate and collaborate effectively with diverse groups and audiences.
- Promote flexibility and resiliency through thinking critically and creatively.
- Model the IUSD core values of integrity, trust, collaboration, empowerment, and learning.

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