

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: College and Career Readiness Coordinator	Reports to: Principal
Job Class Code: 2070 or 2060	Work Schedule: per salary table
Pay Scale: per salary schedule	Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Collaborate with administrators and Clinton Co. ATC to develop and implement a K-12 aligned college and career readiness counseling program.
- Facilitate and manage Cumberland County's year-long implementation approach to Kentucky's Operation Preparation program.
- Assists the District Assessment Coordinator with the submission of local and state student assessment analyses to the principal and superintendent in order to report progress toward college and career readiness measures.
- Contacts and recruits area employers for the purpose of securing commitments of part-time, summer, and full-time jobs for students and maintains an active file of job availabilities. Communicates opportunities to students and parents.
- Serves as a liaison with employers and colleges.
- Maintains a follow-up system for at least one year for the purpose of data monitoring of success.
- Mentors and assists students with preparation activities for job placement, scholarships, etc.
- Collaborates with community-based organizations and ATC to complement, supplement, deepen, and enhance the district's college and career education programs.
- Assists schools and ATC in their efforts to offer an array of courses that reflect a range of skills and knowledge levels as well as reflecting a wide range of college and career opportunities within the school of study.
- Recruits college and career coaches/contacts and community volunteers.
- Works with school administrators, staff, local agencies, governmental bodies, and businesses to foster coordination of services and integration with other local educational entities.
- Facilitates mechanisms to constantly evaluate programs, identify community needs, and develop new programs when needed.
- Ensures personnel attend required training
- Participates in local, state and national professional organizations related to the Community Education Program.
- Designs brochures or other informational documents for the district.
- Develops audio-visual presentations as necessary.
- Demonstrates regular attendance and punctuality.
- Adheres to the appropriate code of ethics.
- Performs other duties consistent with the position assigned as may be requested by the Superintendent

MINIMUM QUALIFICATIONS

Education: Bachelor's in Education
Certification/Licensure: Holds a Valid Kentucky Teaching Certificate

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.