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|  | **JOB TITLE** | WORKFORCE DEVELOPMENT LEADER |
| **REPORTS TO** | DIRECTOR OF WORKFORCE DEVELOPMENT |
| **SALARY SCHEDULE/GRADE** | CERTIFIED, IN ACCORDANCE WITH EDUCATION & EXPERIENCE |
| **CONTRACTED DAYS AND/OR HOURS** | 240 DAYS |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 7871 |
| **POSITION CLASSIFICATION** | CLASSIFIED PROFESSIONAL |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Bachelor’s Degree with experience and knowledge of the community and experience in collaborating with a variety of community partners and postsecondary institutions. Pursuit of a Master’s Degree is desired.  |

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| **POSITION SUMMARY** |
| The Workforce Development Leader will assist district and school administrators in developing and implementing an aligned K-12 college and career preparation program. Student goals will be achieved through dual credit, advanced placement, credit recovery, online coursework, daily instruction, early graduation, career readiness coursework, and work based learning in the community. Students digital portfolios will be closely monitored for growth and successful learning experiences. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.  |

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| **PERFORMANCE RESPONSIBILITIES** |
| Collaborate with Elementary, Middle and High School Counselors and Nelson County Area Technology Center (ATC) to develop and implement a K-12 aligned college and career readiness advising program. |
| Assist workforce development director in the creation of a yearly job networking event and mock interviews for high school students. |
| Host various parent & community events related to early college and career experiences and work based learning. |
| Support school staff in maintaining a data dashboard to monitor transition readiness status of all high school students. |
| Facilitate various postsecondary visits for high school and middle school students. |
| Facilitate various business and industry tours/visits for high school and middle school students. Facilitates virtual connections of students to business and industry. |
| Monitor the employment needs of the Nelson County Business Community. |
| Collaborate with FRYSC Director’s to support career exploration and awareness. |
| Assist the Building Assessment Coordinator with the submission of local and state student assessment analyses to the principal and superintendent in order to report progress toward transition readiness measures. |
| Contact and recruit 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.  |
| Serve as a liaison with employers and colleges. |
| Maintain 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. |
| Collaborate with community-based organizations and ATC to complement, supplement, deepen, and enhance the district’s college and career education programs. |
| Assist 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.  |
| Recruit college and career coaches/contacts and community volunteers. |
| Work with school administrators, staff, local agencies, governmental bodies, and businesses to foster coordination of services and integration with other local educational entities. |
| Facilitate mechanisms to constantly evaluate programs, identify community needs, and develop new programs when needed.  |
| Assist in the creation of marketing materials related to workforce development and early college and career pathways. |
| Perform as a leader such that student achievement is maximized.  |
| Develos audio-visual presentations as necessary. |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance.  |
| Maintain appropriate professional appearance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Ability to communicate effectively with a variety of audiences verbally and in writing, including electronic media.  |
| Ability to motivate, lead, and challenge a team, and establish goals, objectives and action plans to achieve district goals and vision.  |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting, or walking. |
| Requires the ability to communicate effectively using speech, vision, and hearing. |
| Requires the use of hands for simple grasping and fine manipulations. |
| Requires bending, squatting, crawling, climbing, reaching. |
| Requires the ability to lift, carry, push, or pull light weights. |