**NELSON COUNTY SCHOOLS**

**Job Description**

**TITLE: College and Career Readiness Coordinator**

**QUALIFICATIONS**: Master’s Degree with five years of teaching experience and knowledge of the community and experience in collaborating with a variety of community partners.

**REPORTS TO:** Directors of Schools

**JOB GOALS**: Assist district and school officials with developing and implementing an aligned K-12 college and career counseling program through dual credit and early graduation (ILPA) and with the career readiness through oversight of district work experience programs; training on career readiness assessments; ILP monitoring.

**PERFORMANCE RESPONSIBILITIES:**

Collaborate with guidance counselors and Nelson County Area Technology Center (ATC) throughout the district to develop and implement a K-12 aligned college and career readiness counseling program.

Facilitate and manage Nelson County’s year-long implementation approach to Kentucky’s Operation Preparation program.

Assists the District Assessment Coordinator with the submission of 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.

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.

**College and Career Readiness Coordinator -** continued **--------------------------------- Page 2**

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

Monitors philanthropic websites, reviews trade publications and maintains contact with state and federal agencies that offer funding opportunities.

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.

**KNOWLEDGE AND ABILITIES:** To perform the responsibilities as previously outlined.

**ABILITY TO:** Perform as a leader such that student achievement is maximized.