**JOB DESCRIPTION FOR: Workforce Readiness Coordinator/Counselor**

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REPORTS TO: Assistant Superintendent for Student Learning

QUALIFICATIONS: As established by the Board of Education

GENERAL RESPONSIBILITIES:

To provide leadership and support for the district’s college/career readiness programs and to provide students with career counseling and planning that promotes successful transitions to post-secondary education.

DUTIES:

1. Establish and maintain strong working relationships with post-secondary institutions, business partners, and industry for the purpose of securing funding and/or enhancing services or programs related to career pathways.
2. Seek and prepare grant applications and supporting documents for the purpose of developing funding resources for career pathways aside from traditional federal or state funding (i.e. Title, Perkins). Oversee the management of supplemental grant awards related to career pathways for the purpose of complying with funding guidelines of awarding institutions.
3. Promote and publicize district activities and accomplishments related to career pathways in conjunction with career pathway teachers.
4. Organize and oversee career pathway related activities (e.g. Power Pact, Career Day, Operation Preparation, KLUE).
5. Plan activities and submit documents necessary for the fulfillment of the Project Lead the Way (PLTW) contract agreement such as bi-annual PLTW Partnership meetings and certification.
6. Work cooperatively and collaboratively with elementary, middle, and high school PLTW teachers for the purpose of maintaining high quality programs.
7. Develop and implement a Work Ethic Certification Program for the district. Maintain the implementation of the certification program after its initiation.
8. Recruit additional partnership and apprenticeship opportunities for students with local businesses, industrial manufacturers, and community agencies.
9. Provide counseling to students on college and career plans and provide career awareness and/or exploration opportunities at the middle and high school levels.

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**JOB DESCRIPTION FOR: Workforce Readiness Coordinator**

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1. Assist in developing individual learning plans (ILPs) for all students with a focus on college and career readiness. Track student progress toward college and career readiness, and report information as required by the Carl Perkins grant in the Technical Education Database System (TEDS).
2. Meet with students to help them achieve their individual college and career goals (e.g. align aspirations with talents, promote internships, administer student self-assessments).
3. Work with administrators and community partners to research, review, and recommend career pathways to be offered and those that may be in demand by the community.
4. Work with high school leadership in the administration of the Kentucky Occupational Skills Standards Assessment (KOSSA) , Industry Certifications for College/Career Readiness, Workforce Readiness, ASVAB, and ACT WorkKeys.
5. Perform other duties as assigned by the designated supervisor.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION *April 20, 2015*

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