**NELSON COUNTY SCHOOLS**

**Job Description**

**TITLE: College and Career Readiness Coordinator**

**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. (Classified Position)

**REPORTS TO:** Directors of Schools

**JOB GOALS**: The College and Career Readiness Coordinator 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, apprenticeships, mentoring, shadowing, clinical rotations, and cooperative work experiences in the community. Student ILP’s will be closely monitored for growth and successful learning experiences.

**PERFORMANCE RESPONSIBILITIES:**

Collaborate with Elementary, Middle and High School 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 a yearly Job Fair in spring semester for graduating senior class.

Facilitate a yearly Mock Interview for graduating senior class.

Maintain a data dashboard to monitor College and Career Readiness status of all high school students.

Monitor elements of the Nelson County World Readiness Program.

Facilitate various postsecondary visits for high school and middle school students.

Facilitate various manufacturing tours/visits for high school and middle school students.

Monitors the employment needs of the Nelson County Business Community.

Facilitate/Collaborate with FRYSC Director’s on Nelson County’s year-long implementation approach to Kentucky’s Operation Preparation program.

Assist the District Assessment Coordinator and Director of Secondary Education 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.

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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.

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.

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.

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Performs other duties consistent with the position as may be requested by the Superintendent.

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

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