



Kenton County School District | It's about ALL kids.

## Issue Paper

**DATE:**

10/21/2021

**AGENDA ITEM (ACTION ITEM):**

**Consider/Approve add an additional College and Career Pathways Coach at the Ignite Institute for the 2021-2022 school year for one year only.**

**APPLICABLE BOARD POLICY:**

**03.11-Hiring (Certified)**

**HISTORY/BACKGROUND:**

**The Ignite Institute is requesting the addition of an additional College and Career Pathways Coach. This is in response to the increase of dual credit offerings and needs of our scholars. This position will be funded by the instructional budget for the Ignite Institute. This position would help the Ignite Institute service the needs of over 450 scholars who wish to take dual credit courses.**

**FISCAL/BUDGETARY IMPACT:**

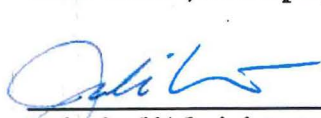
**\$40,000 to come from the Ignite Institute instructional budget.**

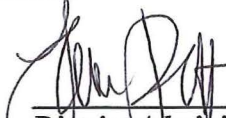
**RECOMMENDATION:**

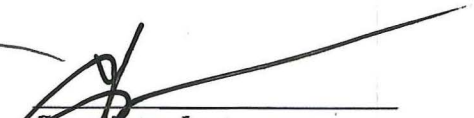
**Approval to add an additional College and Career Pathways Coach at the Ignite Institute for the 2021-2022 school year for one year only.**

**CONTACT PERSON:**

**Julie Whitis, Principal, Ignite Institute**

  
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**Principal/Administrator**

  
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**District Administrator**

  
\_\_\_\_\_  
**Superintendent**

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.  
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.*

BOONE COUNTY SCHOOLS  
JOB DESCRIPTION

TITLE: College and Career Pathways Coach – High School

QUALIFICATIONS:

1. Possess a valid Kentucky Teaching Certificate and three years successful teaching experience (secondary level desired) with an emphasis on demonstrated success in providing student support & building strong relationships with students.
2. Experience in the Career and Technical Education field, business, industry, or secondary to post-secondary education transition preferred.
3. Excellent analytical skills; experience with data collection
4. Strong organizational and time management skills
5. Strong oral and written communication skills
6. Good computer skills with a variety of programs and software, specifically the ability to create word processing and desktop publishing documents, spreadsheets and databases
7. Ability to work independently with little direction
8. Good interpersonal skills; ability to be a team player and to promote positive public relations on behalf of the school, students and parents.

REPORTS TO: Principal  
or Director of Secondary Teaching and Learning  
or Director of Innovative Programming

JOB GOAL: Provide individual guidance and support pertaining to the student's personal, educational and occupational development and to make guidance and counseling services available to all students, providing for each student's individual needs depending on his/her abilities and interests.

PERFORMANCE RESPONSIBILITIES:

1. Provide college and career counseling and guidance activities/services for students through individual or group settings as needed
2. Work with the assigned high school to gather initial data, support collection of qualitative and quantitative evidence concerning student academic achievement, college and/or career readiness as determined by KDE KPREP guidelines and college and business and industry needs for students/employees
3. Support the school based leadership team to monitor and/or create career pathways, partnerships with area technical colleges and other postsecondary organizations, partnerships with area business/industry, and application of resources for students to ensure proper student transition to college, career, and work.
4. Provide appropriate materials and information using various forms of communication to students and parents to assist in proper course selection and placement.
5. Assists students in planning their total academic programs – including the implementation of the Individual Learning Plan for each student from their transition from middle school to post-secondary education, military, or career field options upon graduation from high school.
6. Monitor student progress towards completion of Individualized Learning Plan and meet with each student annually about their ILP.
7. Provide referral services to assist parents and students in securing needed services from various school and community agencies as related to college and career needs – for example, shadowing, mentorship, or internship experiences.

College and Career Coach – High School

BOONE COUNTY SCHOOLS  
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8. Be available to students and parents for conferences both during and outside the instructional day.
9. Provide various workshops for students and parents pertaining but not limited to topics such as FAFSA, college application process, scholarships, and employment skills (interviewing, applications).
10. Provide recommendations to colleges, post-secondary schools and employers.
11. Work with school counselors to provide scholarship and financial aid information to students and families.
12. Assist the middle and high school counselors with pre-registration orientation at the middle school.
13. Under the supervision of the principal and guidance counselors conduct pre-registration and student scheduling activities.
14. Attend staff meetings and serve on staff committees as required.
15. Perform other related activities necessary to meet the college and career related needs of the student.
16. Perform other related duties as assigned by the immediate supervisor.

TERMS OF EMPLOYMENT:

- Salary
- 187 Days
- Board Approved 11/12/2015