

**P3 Project Coordinator
Pathways, Proficiency, Promotion**

JOB DESCRIPTION

The position of P3 Project Coordinator for Allen County Schools is designed to provide leadership and facilitation for the Perkins Innovation & Modernization (PIM) Grant Project, a five-year project funded by the U.S. Department of Education.

The P3 Project Coordinator will be the primary P3 staff person responsible for overseeing additional partnership development with local and regional businesses and industries for the purpose of providing the greatest opportunities for students to learn and gain experience in their chosen career, through work-based learning opportunities in line with Perkins V requirements. This position will also be responsible for the development of the intensive, ongoing, marketing and information campaign and its associated group and individual meetings each semester.

Qualifications:

- Minimum of Master's Degree required, Rank I in administration preferred
- Documented experience and success in marketing, and graphic design experience preferred
- Documented experience in business and partnership development preferred
- Experience in program development
- Experience in project management and facilitation
- Experience with Federal budgets and Federal reporting preferred
- Excellent analytical skills; experience with data collection/analysis
- Skilled in communicating with students, their parents, community members, and business/industry leaders
- Proven strong leadership skills and abilities
- Strong organizational and time management skills
- Strong oral, written, and interpersonal skills
- Ability to work independently with limited direction, and as part of a team; self-motivated
- Proficient technology skills are essential, including functional use of Microsoft Office Suite, Adobe, and utilization of cloud-based communication and collaboration
- Ability to promote positive public relations on behalf of the P3 project and ACS
- Ability to problem solve and to think critically and creatively

Annual Contract: Up to 220 Days

Reports To: Superintendent and P3 Project Director

Salary: Based on rank and experience in accordance with ACS' Salary Schedule and \$3,000. Extra service stipend.

Evaluations: Performed annually by the Superintendent or his designee

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Responsibilities:

1. Collaborate with Project Director, P3 staff, ACS staff, P3 partners, business & industry representatives, and community members (including students and parents) through the Advisory Council to address project goal, objectives, timelines, requirements, etc.; and P3 Community Council to develop additional opportunities for students in work-based learning, etc. to further students' trajectory toward successful college/career.
2. Responsible for development of intensive, ongoing, marketing and information campaign to students and their parent(s) regarding college/career opportunities at ACS, calendared out.
3. Responsible for the development and successful implementation of full information sessions for students and parents by grade each semester, and for scheduling and participating in the 1:1 meetings with students and their parent(s) each semester.
4. Utilize student career planning/tracking software program to track all 9th-12th grade students' personalized college/career plans, their progress and success toward their chosen career, all interactions with students/parents regarding same, and update the information as needed.
5. Seek out and cultivate meaningful partnerships and/or collaborative arrangements with a variety of businesses, institutions, and/or individuals, whose goals and objectives align with the project's goal and objectives, and who can provide resources and/or other supports which further the work of the project (including apprenticeships, internships, etc. for high school students, providing scholarships for dual credit course costs, etc.).
6. Work with partners, businesses, industries, community, and potential funders to develop a system whereby support for project's goal can be sustained after the official P3 funding period has ended.
7. With Project Director, coordinate all the work of the P3 project on time and within budget.
8. Collect and analyze project data; assist evaluator as needed.
9. Coordinate and facilitate the work of quarterly Community Council meetings.
10. Work with P3 staff, the Evaluator, and regional Workforce Development Board to develop and conduct a Comprehensive Needs Assessment and gather baseline data.
11. Assist Evaluator in the implementation and coordination of the Evaluation Plan, including the organization of surveys, focus groups, data collection, teacher communication, and more.
12. With Project Director and Evaluator, disseminate P3 data and results to ACS' School Board, KY Dept. of Education, U.S. Dept. of Education, partners, and stakeholders.
13. Demonstrate ability to work independently, creatively, and innovatively with a goal of achieving the greatest possible outcomes for all ACS 8th-12th grade students during the project period, and for partners in the project.
14. Attend all Advisory Council meetings, Community Council meetings, and other project meetings.
15. Exhibit positive interpersonal skills with P3 staff, school and district personnel, and grant Partners. Promote a positive image on behalf of ACS and all organizations involved in the

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project.

16. Maintain data entry requirements/protocols established by ACS leadership & project requirements.
17. Effectively communicate with all stakeholders, internally and externally, to fulfill the goals and outcomes of the project, and the mission and vision of ACS.
18. Willingness to travel locally and regionally to meet with potential business/industry partners regarding the P3 project and ACS' goal to ensure all students are successful in college/career post-graduation.
19. Perform other duties as assigned by the Superintendent, Chief Academic Officer or P3 Project Director.