

## POSITION ANNOUNCEMENT

### GRANT FUNDED

**Position:** College and Career Pathway Endorsement Coordinator

**Summary:**

The College and Career Pathway Endorsement Coordinator is responsible for facilitating the development of college and career pathway endorsements for the high school districts in the Education for Employment Region 065. This 3-year grant funded position supports high school districts with their expansion of high-quality Career and Technical Education (CTE) programs to incorporate work-based learning and dual credit opportunities.

**Qualifications:**

- Experience: Two years career advising, youth services, and/or workforce training
- Education: 60 or more credit hours or Associates Degree (may be waived in lieu of two additional years of work experience)
- Ability to communicate and work effectively with a diversity of people including students, parents, educators, administrators, and industry professionals
- Expertise using Microsoft Office, particularly Word, Excel, Outlook and TEAMS
- Ability to carefully track data and program outcomes

**Responsibilities:**

- Assist districts in preparing to implement College and Career Pathway Endorsements
- Facilitate the creation of pathways, dual credit opportunities, and program certifications
- Support districts in optimizing the use of student data from career interest, personality, or skills surveys and inventories
- Collaborate to integrate work-based learning opportunities into both CTE and core coursework
- Assist districts in establishing internships, job shadowing, and work-based learning experiences
- Develop and maintain partnerships with local industry and institutions of higher education
- Solicit industry professionals to participate in advisory committees; sponsor team-based challenges; or providing work-based learning opportunities
- Maintain work-based learning database
- Identify and raise awareness of equity gaps and student access concerns

**Closing Date:** Until Filled

**Start Date:** September 1, 2022

**Status/Salary & Benefits:**

This is a full-time, 10-month grant-funded position. Continued employment is contingent upon receipt of grant funds. The annual salary is \$32,500 plus the following employee benefits:

- Health and Life Insurance
- School District Holidays
- 2 Personal and 10 Sick Days
- 5 Winter Break Days

**Application Procedure:** Submit letter of application and resume to: [cbrooks@ssc.edu](mailto:cbrooks@ssc.edu)