

# EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

## JOB DESCRIPTION

### **COORDINATOR of COLLEGE and CAREER READINESS**

#### **Minimum Qualifications:**

- Minimum of five years of experience in K-12 Educations
- Master's degree in education-related field
- Minimum of three years leading College and Career pathways initiatives
- Extensive knowledge of post-secondary pathway options
- Demonstrated knowledge of federal and state policy initiatives related to college and career success
- Successful work experience coordinating college and work-based opportunities for students
- Excellent written and verbal communication
- Ability to work with diverse constituencies including classroom teachers, principals, district administrators, specialists, higher education faculty, business and industry representatives, and regional service providers
- Proficient in using Microsoft Word, Excel, and Power Point
- Excellent interpersonal skills
- Demonstrated ability to prioritize multiple assignments and meet deadlines with minimal direction
- Ability to build and maintain effective collaborative relationships with higher education, business and industry, community organizations, and other service providers
- Valid driver's license and/or access/availability of a reliable vehicle
- Documentation of a clear criminal record in compliance with state statute.
- Compliance with drug-free workplace rules and Board policies

**Note:** This assignment may require a valid driver's license and access/availability of reliable of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

**FLSA Classification:** Exempt

**Reports To:** Executive Director, Center for Achievement

#### **Job Objectives:**

Plan implement and monitor school-wide strategies that promote equity and universal student access to post-secondary pathways and build capacity of systems, leaders, and teachers to deliver them.

#### **Responsibilities and Essential Functions:**

“The following duties are representative of performance expectations; however, the list below is not ranked in order of importance.”

- Plans, implements and monitors strategies that promote college and career readiness
- Collaborates and communicates with LEAs and other stakeholders to ensure equitable access to college and career readiness initiatives
- Collaborates with school administrators to identify, develop, and implement college and career pathways
- Assists with the implementation and evaluation of related to professional development to support college and career pathways
- Works cooperatively with school leaders to review Prepared for Success metrics and to develop strategies that remedy low performance
- Builds the capacity of teachers and principals to use strategies that promote post-secondary matriculation.
- Provides technical assistance to district, school, and classroom staff regarding the collection, reporting, analysis and utilization of post-secondary pathways data
- Keep district leaders up to date on national trends in post-secondary pathway options
- Produces accurate information, resources, and analyses
- Responds to identified as well as anticipated needs of schools
- Communicates effectively and consistently with internal and external constituents
- Assists schools in interpreting and communicating progress and achievement measures at the individual, classroom and school level
- Facilitates the identification, analysis, and dissemination of exemplary practices that lead to college and career readiness.
- Performs other specific job-related duties as directed by Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

**Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC..

**Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020