

Job Description

Title: **Post-Secondary Workforce Readiness (PWR)
Community Liaison**

Qualifications:

1. Bachelor's or Master's Degree in Career Development, Youth Development, Community Organization, Education, Counseling, or related field is preferred;
2. The individual must be appropriately certified and/or licensed in the endorsed area by the State of Colorado as provided by law or have the ability to become certified.
4. Demonstrated ability to communicate with students, teachers, parents and citizens of the community.
5. Demonstrated ability to implement effective public relations.
6. Organizational skills to complete tasks responsibly.
7. Such alternatives to the above qualifications as the board may find appropriate and acceptable

Reports to: CPYD Coordinator

Evaluated by: CPYD Coordinator

Job Goal:

A staff member responsible for promoting student PWR through youth career education, community engagement, apprenticeships/job shadows, entrepreneurship and innovation projects. The coordinator will work directly with the school counselors, students, teaching staff, administration, and community organizations and businesses to develop capacity to engage youth in classroom, project, and work-based career learning.

Time Frame: 40 hours per week

Responsibilities

- **Planning and Development:**
 - Developing collaborative relationships, protocols, and processes with local government, businesses, and workplaces to create opportunities for youth career development.
- **Service to Students:**
 - Providing support for PWR programming, including Individual Career & Academic Planning (ICAP) and Career & Technical Education (CTE) and Capstone
 - Developing and facilitating work-based learning opportunities
 - Implementing curriculum in ICAP and elective student classes.
 - Implementing student Entrepreneurship & Innovation (E&I) Club, including working with local government and businesses to facilitate the Center in Center.
- **Services to Parents/Families:**
 - Promoting PWR and career development opportunities for students with

- parents, including monthly newsletter article.
 - Assisting in obtaining parent consent for student work-based opportunities.
 - Communicating and informing parents about student progress in programs.
 - Connecting families to services provided at the school as well as outside of the school.
- Services to Teachers:
 - Providing collaboration and consultation regarding PWR and career development opportunities for students
 - Assisting in implementing ICAP and Capstone
 - Facilitating the connection of CTE programs to community work-based opportunities
 - Assist in providing relevant professional development to school staff.
- Services to the Community:
 - Engage with Town of Center, Downtown Colorado, and other related partners to develop student PWR opportunities.
 - Assisting in creating protocols, training, MOUs, for student work-based opportunities with community organizations.
- Professional Development:
 - Attending and participating in educational conferences and workshops pertinent to services and to the goals of the programs.
- Program Evaluation:
 - Maintaining records of all services provided.
 - Reports of referrals to appropriate local, state, and federal agencies.
- Other duties and Responsibilities:
 - Assist in grant reporting as required;
 - Performing all other duties as assigned.

Compensation

\$TBD

Salaried at **\$TBD per month** for 12 months, with health benefits
 Includes 12 days paid vacation for this school year, plus regular school vacations (Spring Break, Thanksgiving, Christmas)
 Hours must be recorded and reported to Program Coordinator by the 19th of each month;
 to be paid on the 27th of each month

Term of Employment

August 1, 2023-July 31, 2024
 To be continued upon successful grant renewal

 Employee Signature

 Date