

K-12 Career Coordinator

JobID: 686

Position Type:
High School Teaching/Mathematics

Apply Here

Date Posted:
7/24/2018

Location:
Columbus High School

Date Available:
August 2018

Closing Date:
When Filled

District:
Columbus Public Schools - website

JOB TITLE: K-12 CAREER COORDINATOR

D.O.T. #	FULL TIME	X	PART TIME	
D.O.T. CLASS:	Sedentary	Light	X	Medium Heavy Very Heavy

Qualifications:

1. Bachelor’s degree from an accredited college/university in areas related to Career and Technical Education, Engineering, Math, or Science
2. Current Nebraska Teaching Certificate or Provisional Certificate
3. Minimum of 3 years of successful teaching with industry-related experience
4. Demonstrates a commitment to continued career improvement and professional learning
5. Demonstrates effective communication, collaboration, and interpersonal skills
6. Demonstrates high quality presentation and facilitation skills

Purpose: Coordinate and integrate K - 12 career education and opportunities to support career and college readiness with the community

Responsible to: Executive Director of Curriculum and Instruction and Superintendent of Schools

Essential Duties and Responsibilities:

Partnerships with Families & Community

- Markets K - 12 STEM and career-related pathways to communicate benefits to community, business and industry partners
- Builds relationships with business partnerships, community colleges and universities
- Integrates and expands career awareness with K - 12 educators and the community through the website, presentations, and print materials
- Provides leadership for established advisory council to gain input for strengthening the academic, career and technical skill of students;
- Facilitates collaboration between secondary and postsecondary educators to enhance understanding of industry needs

Curriculum Articulation & Professional Development

- Development - Helps to develop, organize, and promote K - 12 interdisciplinary STEM and career units through authentic, problem-based experiences
- Responsible for facilitation of Perkins and other vocational Grants and adheres to the requirements set forth including reviewing, interpreting, analyzing, and writing technical reports as required
- Alignment - Assists with verifying vertical and horizontal alignment of career-related curriculum
- Implementation - Ensures teacher utilization of STEM and career units and authentic formative assessments
- Evaluation - Evaluates and recommends new or expanded programs and curricula in STEM and career education for K-12
- Professional Learning - Builds understanding by coordinating and delivering STEM and career-related professional development to increase integration in the classroom
- Collaboration - Collaborates with teachers to help integrate best practices in STEM and career learning activities

Instruction & Student Engagement

- Implements a common language for all teachers across the curriculum
- Develops and presents STEM professional development trainings for teachers
- Coaching and provides feedback on Explicit Instruction and STEM 101 curriculum
- Collaborates with teachers to promote authentic real world problem solving curriculum
- Collaborates with teachers and guidance counselors to promote and deliver a gender-balanced curriculum

Data Collection

- Systematically approaches data collection as an integral component of continuous improvement ensuring overall program quality
- Develops and implements performance measure assessments of all career programs
- Develops and implements performance measure assessments specific to the needs of special populations including gender, non-traditional students
- Possesses a working knowledge of and collaboratively engages with the district data steward to comply with end-of-year data reporting required for state and federal funding
- Develops and facilitates implementation of improvement plan(s) for all performance measures determined to be below proficiency levels on identified performance measures

Personal Qualities

Commitment to Equity: Passionate about closing the achievement gap and ensuring that every student, regardless of background or circumstance, receives a high quality education

Leadership: Coaches, mentors, and encourages others to excel in challenging situations

Solution-based: Approaches work with a sense of urgency and sees challenges as opportunities to explore issues and find potential solutions

Teamwork: Increases the effectiveness of teams through collaborative learning and support of others

Dependability: Can be counted on to do whatever it takes to consistently deliver high quality results

Trustworthiness: Honest, ethical, and loyal to all staff members

Professionalism: Engages in ongoing professional development to enhance knowledge and skills in best practices in STEM and Career Education