

MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: Flexible Pathways Coordinator
Location: Bellows Free Academy Union High School
Job Group: Professional Staff
Reports To: Principal

Summary: Carry out job responsibilities that include working with programs for work-based learning, students in dual enrollment, graduation plans, on-line/virtual learning, Personalized Learning Plans (PLP) and Independent Studies. Must be highly collaborative, proactive, engaged and believe in the transformational power of experiential learning for all students.

Essential Duties and Responsibilities:

1. Manage BFA Dual Enrollment program -includes recruiting and case management of students enrolled in DE courses and support of staff working in DE capacity; serve as liaison with outside colleges and Vermont AOE; work toward continued growth of the program.
2. Facilitate approval of graduation plans created by outside partners (VAL, etc.); ensure that plans meet rigorous standards set forth by BFA; serve as liaison with Vermont AOE with regards to these plans.
3. Supports and collaborates with the on-line/virtual learning coordinator.
4. Serve as BFA Personalization coordinator; develop, implement, and case-manage grad plans internally for select students; recruit staff to support plans through HQT-endorsed curriculum work.
5. Serve as BFA Personal Learning Plan Coordinator: Work as liaison with Vermont AOE in this work; lead District initiative for PLP implementation; responsible for training staff in use of technology for PLP tracking, as needed.
6. Coordinate Work-Based Learning opportunities for students, including establishing and maintaining relationships with area businesses and institutions; supervise students programming in WBL, including coop, internship, and work for credit placements.
7. Coordinate Independent Studies for BFA by working with students, teachers, counselors and administration to develop and oversee implementation of IS plans.
8. Must be willing to have a flexible daily schedule to accommodate contacts with employers and community members.
9. Other duties as assigned by BFA administration.

Community & Career-Based Learning Coordinator

- Develop a strong network of relationships between community organizations, job sites, and mentors to develop diverse and comprehensive learning experiences for students.
- Coordinate, support, and facilitate student learning experiences ranging from internships, apprenticeships, community service, projects, and co-curricular activities.
- Provide routine written and verbal feedback to students.
- Explicitly assess habits of work and transferable skills based on established schoolwide learning scales.
- Analyze student assessment data and Personalized Learning Plans to proactively plan for access to diverse learning experiences.
- Collaborate closely with Northwest Technical Center Work-based Coordinator on legal issues, opportunities for shared BFA/NWTC students and area business relationships.
- Oversee all off-campus learning experiences through:
 - ensuring school and labor policies are consistently followed
 - arranging transportation
 - student advocacy and support
 - coaching students to succeed in a variety of contexts
 - linking student interests to relevant learning experiences

Supervisory Responsibilities: The ability to work in a collaborative team environment is essential to the employee's successful job performance

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: Bachelor's degree with work based learning or similar experiences and valid Vermont teaching license or be eligible for a Provisional license. .

Skills: Must have strong communication skills, strong organizational skills, systems thinker and experience in education.

Mathematical Skills: Ability to add and subtract figures and amounts such as prices, discounts, interest, percentages. Must demonstrate an ability to apply basic math concepts and basic algebra.

Reasoning Ability: Ability to solve practical problems and deal with a variety of variables in situations where standardization exists. Ability to interpret a variety of oral and written instructions is required. Ability to maintain confidentiality of information presented in various forms (written/oral) is essential.

Other Skills and Abilities: Must have effective communication, computer and interpersonal skills. Working knowledge of office protocols and machinery is essential. Demonstrated ability to establish and maintain effective working relationships with students, staff and the school community is needed. Ability to speak clearly and concisely both in oral and written communication is a must. Must be able to keep high levels of confidentiality in all aspects of job performance. Ability to perform duties with awareness of all School District requirements and School Board policies is required.

***Physical Demands:** The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the School District may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The position frequently requires the use of fingers, tools or computers in repetitive motion. The employee is occasionally required to stand and reach with arms or hands. Specific vision abilities required by this job include close and far vision. An acute ability to work in a flexible and adaptive manner while providing quality service and yet focusing on outcomes is essential.

***Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate and work performed in an office environment.

Terms of Employment: Per Professional Staff Master Agreement

Evaluation: Per Professional Staff Master Agreement

Date: June 20, 2019

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.