

GULFPORT SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Career Pathways Specialist

Board approved November 21, 2011

QUALIFICATIONS:

1. Minimum of a valid “AA” Teaching or Administrative Certificate
2. Recommended 5+ years experience in Business/Industry or related experience

REPORTS TO: Director of Career and Technical Education

JOB GOAL:

To provide and coordinate career development services to students, teachers, administrators and staff of the Gulfport School District. To develop and coordinate an engaged business/community advisory board focused on college and career readiness and 21st century skill development

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Develop a physical and digital library of resources for all stakeholders’ use pertaining to Career Pathways and related information
2. Coordinate and execute K-12 career development activities including business involvement in district-wide activities
3. Develop yearly activity and training timelines district-wide
4. Design and implement professional development opportunities related to: Career Pathways (4-12), Cross curricular collaborative projects, Choices software, ICAPs, Career Pathways Programs of Study, Educator Externships, teacher and counselor training
5. Develop and coordinate a Gulfport School District Business/Industry Advisory Panel with no less than 20 members. Monthly agenda-driven meeting required.
6. Sustain membership in a local civic organization
7. Coordinate site-based efforts linking business and education with student mentorship, internships and on-the-job (OJT) opportunities
8. Coordinate parent and community Career Pathway Awareness activities
9. Monitor and report all Career Pathways related data to enhance programs of study and inform all stakeholders
10. Research and articulate Career Pathways occupational trends as related to College and Career Readiness standards to all stakeholders
11. Performs other such duties assigned

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TERMS OF EMPLOYMENT:

230-day contract

EVALUATION:

The Director of Career and Technical Education will evaluate performance of the Career Pathways Specialist annually. The Career Pathways Specialist will be evaluated on the success of projects outlined in the job description.