



High School Career Coordinator

BASIC FUNCTION

The Career Coordinator is responsible for a broad range of career/interest related school and community activities. The Career Coordinator provides leadership, resource development, coordination and technical assistance in the implementation of school based and work-based career learning activities for students.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

KEY RESPONSIBILITIES:

- Serves as the school's primary contact for career related learning in grades 9-12, under the supervision of the School Administrator.
- Works with school administrators and faculty to facilitate a systemic framework within the school to meet diploma requirements for Personalized Learning:
- Manages student progress and tracks completion of requirements including completion of Personalized Learning Requirements, Education Plan and Profile, Career Related Learning Experiences, Extended Application and Career Related Learning Standards as contained in Essential Skills components.
- Assists in data collection and maintenance of student proficiency in meeting district standards.
- Collaborates with staff to support student preparation in careers, workplace readiness and personal development.
- Assists counselors and staff to coordinate student access to the District's approved career development tools.
- Coordinates career related learning experiences:
- Recruits and facilitates development and maintenance of community/business partnerships that provide career learning opportunities for students and teachers.
- Markets career learning opportunities to students and staff.
- Facilitates, coordinates, supervises and tracks student participation in career learning activities.
- Utilizes and supports the District's approved online career development database system.
- Develops/implements training activities and orientation programs for high school students to learn about community service and internship opportunities. Candidate will also show students how to be successful in the field.
- Creates/implements a communication plan with community/business partners to mentor student attendance & field concerns.
- Actively represents the school in the local community through participation in business/community organizations, presentations and attendance at appropriate meetings and activities.
- Assists elective teachers and administrators to identify strategies to strengthen the school's pathway program(s).
- Attends District department meetings and other planning sessions.

- Performs other duties as assigned.

EDUCATION & EXPERIENCE

- Bachelor's Degree
- Minimum of three years of experience working in a position requiring collaboration, partnership building and creative problem solving.
- Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

KNOWLEDGE, SKILLS & ABILITIES

- Experience working with high school students and diverse populations.
- Knowledge of public secondary school organizations, policy and standard procedures.
- Knowledge of local community resources, industries, and community organizations.
- Demonstrated ability to plan and implement career-related partnerships and activities with business/community and public schools.
- Excellent customer service, interpersonal, consultation and organizational skills and evidence of oral and written communication skills.
- Demonstrated leadership in group process.
- Demonstrated experience utilizing social media and other related technologies.

Special Requirements:

Some positions in this classification may require the use of a personal automobile and possession of a valid Class C Oregon driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Non-Exempt

Posting Date: 09/20/2021

Bargaining Unit: Portland Federation of School Professionals (PFSP)

Salary Grade: Per contract

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).

Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.