COLLEGE AND CAREER READINESS ADMINISTRATOR

Mission

- Promotes and leads the District’s mission by:
  - Creating a college-going and career readiness culture;
  - Leveraging relationships within the local and national communities to ensure that all secondary school students have the means, opportunity and preparation to succeed in post-secondary education, ranging from two- or four-year colleges, apprenticeships, or certification programs, and to be successful in the workplace.
  - Ensures processes are established in all schools whereby appropriate measures are systematically used to assess student preparation for college and career.

Position Summary

The College and Career Readiness Administrator leads to improve the District’s College and Career Readiness programs and services to support the District’s goal of every student graduating from high school is college and career ready. The Administrator develops a comprehensive program of school-based academies and programs, business and community internships and work experiences that bring community partners and the District together to achieve this goal.

Supervisory Relationship

Essential Functions

- Coordinates and oversees implementation of graduation requirements.
- Facilitates the College and Career Readiness Steering Committee. Facilitates the Rules Committee.
- Supports the development, implementation and evaluation of a structured Pre K-12 college and career readiness/awareness program.
- Collaborates with the Instruction Department Directors to establish college and career readiness outcome measures of success K-12.
- Initiates college readiness assessment program (including, but not limited to, diagnostic data such as PLAN, EXPLORE, SAT, etc.).
- Collaborates with Educational Policy Improvement Center (EPIC) staff and others as appropriate to guide implementation of college and career readiness programs and practices in schools K-12.
- Serves as liaison to higher education partners.
• Develops and revises policies, rules, and guidelines related to graduation requirements.
• Coordinates professional development for teachers K-12. Oversees selected programs (e.g. AVID, Summer Bridge) to ensure effective functioning.
• Provides leadership for scholarship and financial aid programs.
• Remains aware of District and community needs and initiates activities to meet those identified needs.
• Collaborates with the Director of Research and Planning to coordinate student and education data. Provides increased accountability by capturing and analyzing data to track student success. Prepares reports and completes research on topics related to teaching and learning as assigned by Instructional directors. Supports data and reporting needs.
• Recommends improvements and/or additions that enhance the efficiency and effectiveness of the District’s college and career readiness efforts.
• Creates, develops and maintains a college readiness website for the District.
• Directs District college readiness events. Represents the District or the Instruction Department on selected committees and/or at selected meetings (e.g. College Ready Lane Co.)
• Monitors and evaluates District graduation and completion rates.
• Actively supports school sites’ career readiness programs, internships and services at high schools and middle schools.
• Coordinates School to Career programs and supervises School to Career staff.
• Oversees the development of school profiles and school improvement plans K-12
• Leads implementation of the K-12 Student Success Framework schools and supervises counselors K-12.
• Facilitates the Student Retention Team.
• Actively seeks and manages multiple funding resources and grants to support College and Career readiness.
• Develops dual enrollment opportunities for students.
• Works with faculty, staff and students to develop and implement formal and informal student events and activities that enhance a college and career school culture.
• Provides consistent emphasis on and support for post-secondary and career exploration and preparation though both formal and informal student events and activities.
• Provides professional development for administrators, teachers, and counselors on career awareness, career preparation and academic integration.
• Provides and expands support for career readiness partners, including program advisory councils, local businesses, post-secondary partners, apprenticeship councils, community based organizations, city and county municipalities, students, teachers and parents.
• Actively assists in the development of school site career readiness and preparation plans in accordance with city, state and federal employment trends.
• Establishes and maintains cooperative relationships with parents and the community to support District goals and program objectives.
• Engages in continuous learning through professional reflection and active collaboration with colleagues
• Promotes strong relationships with students’ families and care-givers that engage them in their child’s education and school events.
• Establishes and maintains a student-centered Academic Success Center and collaborates with faculty to determine tutoring, learning assistance, workshops, seminars, interventions, and/or academic coaching needs.
• Tracks, assesses and reports data used to assess student achievement and retention; implements continuous improvement programs and processes, as appropriate.

Required Knowledge, Skills and Abilities

• Working knowledge of curriculum, instruction and assessment.
• Working knowledge of ODE Student Success Framework.
• Ability to produce, analyze, interpret and summarize data.
• Ability to interpret policy and procedures.
• Ability to evaluate instructional programs and practices and develop short and long term plans.
• Working knowledge of college and career readiness and preparation.
• Knowledge and understanding of counseling programs.
• Knowledge and understanding of the gifted learner and advanced academic programs.
• Strong written and verbal communication/presentation skills.
• Ability to establish and maintain effective working relationships with faculty, staff, students and the public.
• Ability to communicate effectively, both orally and in writing.
• Ability to align budgetary, human and material resources with program goals and reporting requirements.

Minimum Qualifications

Education

Master’s Degree in Education or related field and an Oregon Administrator license is required.

Experience

Three (3) to five (5) years experience in educational administration, business/nonprofit operations, career services and/or project management. Three (3) to five (5) years experience as a teacher, counselor or school administrator. Counseling experience preferred.
**Work Environment**

- Duties are performed in office, school, and community settings.
- Execution of responsibilities may require work beyond the standard workday and workweek.

<table>
<thead>
<tr>
<th>ADDITIONAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Unit</strong></td>
</tr>
<tr>
<td><strong>Pay Grade</strong></td>
</tr>
<tr>
<td><strong>Developed by</strong></td>
</tr>
<tr>
<td><strong>Reviewed by</strong></td>
</tr>
<tr>
<td><strong>Approved by</strong></td>
</tr>
<tr>
<td><strong>Last revised</strong></td>
</tr>
</tbody>
</table>