



Position Description

Director of College and Career Readiness

Salary Level: Act 93 Agreement

Prepared Date: April 18, 2023

*Contract/Benefits: Act 93 Agreement
Office and Deputy Superintendent*

Prepared By: Dr. Michael Q. Roth, Chief Academic

Reports To: Chief Academic Officer

Approved by: Dr. Carol D. Birks, Superintendent

Division: Office of Teaching & Learning Education

Qualifications:

- Bachelor's degree with a major in education, or a related field. Advanced degree preferred.
- Pennsylvania Department of Education administrative certification or supervisory certification required.
- Knowledge of college and career opportunities for students, programs of study, and similar programs.
- Ability to maintain confidentiality and proven ability to utilize discretion regarding matters involving students and families.
- Strong interpersonal skills evidencing the ability to effectively interact and work with a wide range of constituents, including, but not limited to, students, staff, administrators, parents, and the community, evidencing high quality customer service, tact, patience, and courtesy under often stressful circumstances.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Such additional or alternatives to the above qualifications as the board or superintendents may determine appropriate and acceptable.

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

Summary

The Director of College and Career Readiness shall be appointed by the Allentown School District and shall report to the Chief Academic Officer. The position serves as the liaison for college and career readiness in the district as well as coordinating with partner institutions for dual enrollment, career readiness and pathways success, partnership development, and graduation success.

Essential Duties and Responsibilities

- Develop and implement a K-12 comprehensive college, career, and community readiness program that utilized research-based strategies and activities to increase lifelong success.
- Design and coordinate real world, hands-on, and project-based learning experiences for K-12 students that lead to deeper understanding of high school graduation requirements, college fit, financial literacy, and career planning.
- Oversee internships and partnerships to help students determine a career pathway.
- Coordinates and communicates college/career avenues with school Principals, school counselors, LCTI, Workforce Investment Board and any other partners that support the development of requisite skills for identified college and career paths.
- Monitors and utilizes data to support graduation success as it relates to ACT 158 guidelines and ASD graduation requirements.

- Establish and serve as a liaison between the district and partner organizations to increase opportunities for early college models, increase dual enrollment opportunities, and foster business partnerships to increase opportunities for students to successfully advance to college/career paths upon graduation.
- Provide professional development opportunities for school counselors on college, career, and community readiness.
- Effectively use reporting tools to monitor college access, data points, including students applying for 2-year and 4-year college, FAFSA completion, college acceptance, and college persistence and completion.
- Ensure implementation of state guidelines and goals as well as national standards for college, career, and community readiness.
- Create and implement middle school college and career readiness plan and a plan for career pathways at the secondary level.
- Create and implement FAFSA training and completion.
- Develops, coordinates, and oversees student mentoring programs both within ASD, and with external partners, colleges, and universities, in direct alignment with industry partner needs and college/university requirements to ensure a successful transition to identified college/career path.
- Coordinate development of the District's K – 12 Guidance Plan as required by Chapter 339
- Collects, organizes, analyzes, and acts on data, to ensure students are supported in meeting outcomes resulting in successful transition from high school to identified college/career path.
- Monitors and utilizes *Future Ready PA Index* data to identify areas in which to coordinate support and resources as it relates to college and career performance measures.
- Collaborates with Executive Director of Instructional Leadership, school counselors and staff to develop tools and systems, including the use of *Smart Futures* (career portfolio software) for identifying student interest in college, and career areas (i.e., student surveys, interviews, etc.).
- Collaborates with Executive Director of Secondary Education, school counselors and career partners to develop curriculum targeting requisite skills as required for identified career path and in supporting the mission of the *Century Promise* and college and career readiness for all students.
- Develops, coordinates, and oversees parent engagement opportunities that provide resources for parents and families to develop a clear understanding of college/career options and industry requirements to ensure a successful transition to identified college/career path.
- Develops, coordinates, and collaborates with the Executive Director of Instructional Leadership on opportunities to build college and career awareness for middle school students.
- Collaborates Workforce Board Lehigh Valley (WBLV) to oversee and support College and Career Resource Centers designed to offer services and connections to resources related to college and career preparation.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Manages difficult or emotional parent/community situations judiciously; Responds to parent/community requests for service and assistance; Solicits parent feedback to improve effectiveness. Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Demonstrates group presentation skills; Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Presents numerical data effectively.

Organizational Skills

Works within approved budget; Conserves district/school resources; Shows respect and sensitivity for cultural differences; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Supports district's goals

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and values; Develops strategies to achieve district’s goals; Understands district's strengths & weaknesses; Aligns work with strategic goals and the 720 Grant; Adapts strategy to changing conditions.

Personal Competencies

Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions; Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals; Prioritizes and plans work activities; Uses time efficiently; Sets daily/weekly goals and objectives; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect regardless of their status or position; Accepts responsibility for own actions; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality; Follows instructions, responds to supervisory direction; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time; Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving instruction and related activities; Develops innovative approaches and ideas.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the administrator is regularly required to talk or hear. Specifically, the administrator must be capable of hearing forty (40) decibel loss maximum. Specific vision requirements include seeing with acuity of twenty (20) inches or less and far acuity of at least twenty (20) feet with normal depth perception, field of vision and accommodation. The administrator is required to use hands to fingers or handle documents, telephone, etc. The employee is required to stand and walk for sustained periods of time throughout the district and climb stairs. The employee must be capable of receiving oral communication and/or conveying details and/or important instructions to employees accurately and quickly, using good judgment.

Evaluation

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Date:

Reviewed and read by: _____