

**EVANSTON TOWNSHIP HIGH SCHOOL
DISTRICT #202
1600 Dodge Avenue
Evanston, IL 60201
www.eths.k12.il.us**

JOB DESCRIPTION

POSITION: Director of Early College & Career Experiences

REPORTS TO: Assistant Superintendent for Curriculum and Instruction

CATEGORY: FLSA Exempt

Minimum Experience/Skill Requirements/Qualifications:

- Hold or be eligible for an Illinois Professional Educator License (PEL) with administrative endorsement
- Master's degree in area of licensure or related field or industry experience preferred
- Ability to interpret, analyze, and use information in various problem-solving activities
- Ability to work collaboratively with staff, students, parents/guardians, and community members
- Excellent interpersonal, verbal, and written communication skills with students, parents/guardians and staff
- Demonstrated capacity to remain student-centered and strengths- and assets-based
- Demonstrate initiative and a dedication to collaborative teamwork
- Knowledge of school-related software, especially Microsoft Office and Google Suite

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES: The Director of Early College & Career Experiences:

- Collaborate with ETHS Administration and the Post-High School Planning Committee to integrate "multiple pathways to success" across counseling, culture, curriculum, and communications.
- Lead the development, implementation, and planning of innovative career pathways, work-based learning (WBL), and early college experiences (AP, dual credit).
- Provide leadership and support to staff to ensure all projects and pathways align with district goals.
- Develop and submit program budgets and identify/apply for federal, state, and external grant opportunities.
- Coordinate all aspects of early college experiences (Advanced Placement, dual credit, concurrent enrollment) to expand student access and recruitment.
- Design, create, and expand articulation agreements with post-high school institutions.
- Coordinate the work of the Early College and Career Experiences Department.
- Coordinate teamASAP.
- Support and advise Department Chairs/Directors on curriculum development to expand dual credit and align with real-world employer expectations.
- Manage the iKIT Job Shadow and iKIT Summer Internship programs.

- Develop a comprehensive career experiences program, including job placement, educational excursions, and career awareness activities (FASH/SASH).
- Support the implementation of Individualized Career and Academic Plans (ICAPs) via SchooLinks.
- Assist teachers by coordinating workshops, hosting guest speakers, and providing sector-specific exploration resources.
- Coordinate employment workshops covering resume writing, job applications, and interviewing techniques.
- Create and facilitate the Business Advisory Council, leading quarterly meetings to bridge the gap between industry and education.
- Serve as MEAC Chairperson and the liaison for the 847 Project, Trade Collective, Oakton College, and the City of Evanston.
- Develop partnerships with local/national workforce agencies and businesses to assess market needs and secure new student opportunities.
- Coordinate efforts between local businesses and the ETHS district (Middle and High School) to expand the career pathways network.
- Develop marketing materials (guides, brochures, digital content) to promote alternatives to four-year degrees to the community and private sector.
- Partner with Special Education and Alt School staff to ensure students with IEPs and those facing potential barriers have full access to career pathways.
- Expand WBL opportunities with a specific focus on equity and serving underrepresented/underserved student populations.
- Collect and analyze career pathway and WBL data (via SchooLinks and surveys) to document success and drive continuous program improvement.
- Maintain an employer/labor database to track student participation and generate reports.
- Conduct coaching visits to provide on-site support and observe program quality.
- Manage the course request process in SchooLinks.
- Perform other duties and responsibilities as assigned.

TERM OF EMPLOYMENT: 12 months (July 1-June 30)

WORK ENVIRONMENT: The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling and significant finger dexterity. Generally the job requires 25% sitting, 50% walking and 25% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

ETHS is an equal opportunity employer and does not discriminate regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability.