

HINSDALE

SCHOOL DISTRICT

Job Title: Career Readiness Coordinator		Work Location: District Wide
School/Department: Curriculum		Reports to/Supervises: Director of Academics and Career Readiness
☐ Full-time ☒ Part-time	☐ Exempt ☒ Nonexempt	Hours Per Week: 24 Days Per year: 157

Qualifications

A minimum of 5 years' experience in community outreach particularly with a background in successful career pathway preparation such as ELOs, Work-Based Learning, and/or Internship programs. Bachelor's degree preferred

Job Goal

To work with the Superintendent and the district-level administrative team to implement and supervise the academic program as it aligns with exploring career opportunities for all students including but not limited to Extended Learning Opportunities (ELO), Work-Based Learning, Cheshire Career Center, Running Start, Internships, Dual Enrollment, and Learn Everywhere.

Responsibilities

- Collaborate extensively with the school counseling staff at the middle/high school on personalized learning plans for students.
- Collaborate with the Director of Academics and Career Readiness, coordinate school experiences that involve industry participation and act as the liaison for career development activities.
- Liaison to faculty/staff/ administration and guidance department for all ELO activities. Liaison to guidance for career readiness activities and/or pathway development.
- Network with all community partners and build new community partnerships.
- Collaborate with departments to help build personalized learning experiences that allow learning outside of the walls of school.
- Support all activities related to CTE enrollment at WRCC
- Participate in an advisory board to help guide policies and best practices related to career readiness.
- Assist the Director of Academics and Career Readiness and the Director of Curriculum and Instruction in the development of new career pathways.
- Assist with performance exhibitions for all students participating in ELO's, Internships, or WBL activities.
- Participate in NH ELO network events.
- Assure all WBL learning activities are in line with state and federal guidelines.
- Support the development of all ELO placement and plans for students enrolled in an ELO.

EVALUATION: Performance of this job will be evaluated by the: Director of Academics and Career Readiness.

Physical Requirements:

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs: Frequently required
LIFT up to 25 lbs: Occasionally
LIFT 26 to 50 lbs: Rarely
LIFT over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required
CARRY 11 to 25 lbs: Occasionally
CARRY 26 to 50 lbs: Rarely
CARRY over 50 lbs: Rarely

REACH above shoulder height: Occasionally
REACH at shoulder height: Frequently required
REACH below shoulder height: Frequently required
PUSH/PULL: Occasionally

**DURING AN EIGHT HOUR DAY,
EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally
Bending: Occasionally
Crawling: Rarely
Squatting: Rarely
Kneeling: Rarely
Crouching: Rarely
Climbing: Rarely
Balancing: Rarely

WORK SURFACES: (describe)

Composite desk
Carpet/tile floors
Computer keyboard/screen

HAND MANIPULATION

Grasping:	Occasionally
Handing:	Frequently required
Torquing:	Occasionally
Fingering:	Frequently required

Environment: Inside: 98% Outside: 2%

Short Description: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions. The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to do job effectively and correctly.
Tasting & Smelling:	Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Bacterial and viral infections carried by children.
Cleaning products.

Special Conditions of Employment:

All employees must pass a criminal history background check and a post-offer employment physical.

I have reviewed this job description and am in acceptance of its parameters.

Print Employee Name:	
Employee Signature:	Date:

Approved by the Hinsdale School Board on _____.