

# COLLEGE OF CENTRAL FLORIDA

## .JOB DESCRIPTION

JOB TITLE: COORDINATOR – CAREER PATHWAYS  
PAY GRADE: P-2  
OVERTIME STATUS: Exempt

### MAJOR RESPONSIBILITIES:

Coordinate the articulation of Career pathways and other high school career & technical programs to post-secondary programs. Organize and facilitate professional development activities for counselors and secondary/postsecondary faculty to strengthen student competence toward a postsecondary certificate or degree. Promote Career Pathways and dual enrollment activities within the schools and college, and within the community. Provide instructional resources for college and school districts. This is a district-wide position.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree required; master's degree preferred.
2. Years of experience in field: Three years' experience in education or business required.
3. Special skills or abilities related to position: Computer proficient, excellent written and oral communication skills, public speaking experience, knowledge of and experience in identifying and/or reviewing the articulation of competencies between high school and postsecondary education programs.

### ESSENTIAL JOB FUNCTIONS:

1. Meet with students in secondary career and technical programs. Coordinator should plan to deliver programs to level one students and career and technical program completers.
2. Meet with school personnel from the three school districts to coordinate the articulation of high school programs (i.e., Career Pathways) to CF.
3. Coordinate and facilitate teacher and counselor professional development and in – service training activities.

ESSENTIAL JOB FUNCTIONS (Continued):

4. Provide information to counselors and career instructors regarding programs leading to degrees or certificates in a specific career field.
5. Plan and track activities for Career Pathways and the College Remediation Plan.
6. Serve on committees related to career and technical education, learning improvement and student retention, as appropriate.
7. Develop and implement a marketing plan for Career Pathways.
8. Coordinate Career Pathways dual enrollment programs.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

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

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment and at school district sites.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Associate Vice President of Career and Professional Programs