

# COLLEGE OF CENTRAL FLORIDA

## .JOB DESCRIPTION

JOB TITLE: COORDINATOR – CAREER PATHWAYS  
PAY GRADE: P-10  
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/post-secondary faculty to strengthen student competence toward a post-secondary 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.

### 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 of 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 post secondary 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 & 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.
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 & Technical education, learning improvement and student retention, as appropriate.

Revised 12-09-13 (Title chgd from Coord-HS & College programs)

Revised 5-13-10

Revised 04-07-05

Revised 07-28-00

ESSENTIAL JOB FUNCTIONS: (continued)

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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Walking
- Standing

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 – Career and Technical Education

Revised 12-09-13 (Title chgd from Coord-HS & College programs)

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Revised 07-28-00