



Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

- POSITION TITLE:** College and Career Coordinator
Northland Career Center
- F.L.S.A.:** Exempt
- QUALIFICATIONS:** Valid Missouri teaching certificate.
Career Education experience preferred
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
Desire to continue career improvement by enhancing skills and job performance
- REPORTS TO:** Director of Northland Career Center
- TERMS OF EMPLOYMENT:** 10 months, with benefits according to Board policy.
- JOB GOAL:** To promote and support career development, with an emphasis on nontraditional careers, within nine counties in the Central West Region of Missouri.
- ESSENTIAL JOB FUNCTIONS:**
1. Promotes gender equity and nontraditional careers as an enhancement to Perkins IV career exploration and career development activities.
 2. Assists high schools, area career centers, and community colleges in the development of strategies to meet Perkins IV accountability indicators focusing on nontraditional participation and completion.
 3. Provides support services to students enrolled in nontraditional programs, as requested by career/technical schools and community colleges in the region.
 4. Researches and develops nontraditional career presentations for staff and students encompassing the concepts of Career Clusters and Missouri Connections as well as developing and updating other presentations as needed.
 5. Participates in Mathematics, Engineering, Technology and Science (METS) Equity Pipeline Project funded by the National Science Foundation (NFS) Grant in cooperation with the National Alliance for Partnerships in Equity (NAPE).
 6. Develops, allocates and documents funds from MCCE Career Education Coordinator's regional budget.
 7. Attends and presents at professional development conferences, workshops, and meetings.

8. Plans/coordinates and hosts major projects which may include regional meetings of nontraditional students, quarterly newsletters, or career awareness/recruitment events.
9. Collaborates with MCCE and DESE staff at meetings and via email.
10. Travels to each technical school and their sending schools within the region to provide services.
11. Provides information to teachers, counselors, students and parents on career opportunities in the area.
12. Meets with Career Center/Community College Directors/Deans within the region at least two times per year.
13. Maintains a cooperative relationship with staff, students, and community.
14. Performs basic computer functions; utilizes Career Center software and technology.
15. Strives to achieve the objectives and expectations of the Educator Performance Improvement Cycle.
16. Displays appropriate personal and professional traits that exhibit a positive role model for students (Pirates ROCK)
17. Prepares for meetings as assigned and shows evidence of preparation upon request of immediate superior.
18. Attends meetings; participates in faculty and subject area committees.
19. Strives to improve professional competence through in-service education activities provided by the district and self selected professional growth activities.
20. Strives to achieve the objectives and expectations of the Performance Evaluation Plan.
21. Abides by Missouri statutes, and school board and administrations' policies and regulations
22. Ability to work to implement the vision and mission of the district.

OTHER JOB FUNCTIONS:

1. Exhibits dependability and punctuality in assigned duties; has consistent and regular attendance.
2. Adheres to good safety practices.
3. Takes all reasonable precautions to protect students, equipment, materials, and facilities.
4. Maintains accurate, complete, and correct records as required by law and district policy.
5. Attends out of town meetings and training sessions as requested.
6. Develops and follows a plan of self-improvement which promotes both personal and organizational goals.
7. Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and manner for the work setting.
8. Demonstrates effective human relations and communication skills.
9. Reads, analyzes and interprets professional journals, state data, state standards, Board policy, administrative procedures and forms, and governmental regulations and guidance
10. Maintains strict confidentiality.

11. Supports district/school decisions in a positive manner with the public, other staff, etc.
12. Performs all other duties as required or assigned.

PHYSICAL DEMANDS:

An individual who holds this position must have the ability to transmit information, in both verbal and written English, in an environment where numerous conversations and activities may be taking place simultaneously. They must be able to move around the classroom and read handwritten or printed materials. They must also be able to transport themselves to area sending schools for meetings and conferences.

CONDITIONS AND ENVIRONMENT:

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time.