

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:

FLSA: Exempt

Instructional

COORDINATOR, OTHER - ADULT CAREER PATHWAYS
REPORTS TO: Managing Officer, Adult Education
SUPERVISES: Not Applicable
QUALIFICATIONS: Bachelor's degree from an accredited college or university with certification in an academic subject area and adult education teaching experience OR certification in career and technical education and career and technical education teaching experience. Demonstrated experience in program management, an aptitude for public speaking, and facilitating group activities.
MAJOR FUNCTION
This position is responsible for facilitating the Adult Career Pathways initiative and supporting Adult and Community Schools in effectively transitioning students to the workforce or postsecondary education.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Coordinates the planning, development, and implementation of Career Pathways for adult learners• Maintains ongoing communication with supervisors, administrators, teachers, and students; visits and monitors program sites regularly• Coordinates with local postsecondary institutions and partners with local businesses and Workforce Boards• Surveys, evaluates, and disseminates published curriculum materials; makes purchasing recommendations• Trains pre-service and inservice teachers• Participates in Curriculum Services and Workforce Education initiatives• Guides individuals/groups of students through the development of educational plans and career awareness• Facilitates career awareness activities for adult education students to Pinellas Technical College campuses• Researches technology and recommends local, state, and national resources as appropriate to adult education• Assists with adult education grant development and implementation of grant activities and reporting• Develops and maintains a local tracking system for program completers' matriculation to postsecondary education and/or job placement• Performs other related duties as required

COORDINATOR, OTHER – ADULT EDUCATION CENTER

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED 9/15 CH; BOARD APPROVED:

COORDINATOR, OTHER – ADULT EDUCATION CENTER

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time		X			
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Coordinator Other – Adult Education Center INS