

**JOB TITLE: SCHOOL-TO-CAREER/TECH PREP ARTICULATION  
COORDINATOR**

Revised 7/1/97

**JOB DESCRIPTION:**

This employee works in cooperation with consortium members, district staff and school staff planning, coordinating and implementing the School-to-Career/Tech Prep program project.

**1. Planning:**

- a. Organizing, coordinating, implementing and maintaining the program operation (within the district and the consortium).
- b. Coordinating the articulation of elementary, middle, and high school program components with Pasco-Hernando Community College.
- c. Assisting in the coordination of secondary curriculum modifications and validation of technical curriculum with school, district and consortium staff.
- d. Acting as a liaison with business and industry for job placement and for curriculum design.
- e. Participating in dual enrollment meetings and conferences as scheduled.
- f. Attending conferences, workshops, seminars, inservice training, Florida School-to-Career/Tech Prep Site Coordinators' meetings and other related organizational meetings; visiting model consortias; reading professional literature and viewing videos; and networking with other school, district and consortia members.
- g. Serving on the District Pasco 2001 Steering Committee Task Force, the High School Design Team, and other related committees to assist in the restructuring of district schools for Pasco 2001.

**2. Staff Development:**

- a. Assisting with the development and delivery of inservice training to school, district and consortium staff.
- b. Continuing professional growth through an ongoing program of attending district, regional, state and national conferences, workshops, seminars, inservice training; Site Coordinators' meetings and other related organizational meetings; visiting model consortias; and networking with other school, district and consortia members.
- c. Coordinating programs such as Educators in the Workplace, Career Mentors, Executive Exchange, and other programs which will be implemented through the consortium.

**3. Reporting:**

- a. Assisting in developing guidelines and criteria for the evaluation of the project.
- b. Assisting in developing documentation of the project for evaluation and reporting purposes.
- c. Assisting in arranging for the evaluation of the project.
- d. Providing all relevant information from the LEA to comply with those areas of responsibility described in the grant for the consortium.
- e. Completing appropriate reports for local, state, federal and educational agencies as required.

**4. Public Relations:**

- a. Assisting in the development and release of materials to inform district staff members, community groups, business and industry, parents, students and the public of the School-to-Career/Tech Prep program project.
- b. Assisting in coordinating and providing news releases for local news media as requested.
- c. Delivering presentations on School-to-Career/Tech Prep to school and district staff, business and industry organizations, parental and community organizations, and students.

**REQUIRED QUALIFICATIONS:**

1. Bachelor's degree.
2. Valid Florida certification in field.
3. Two years of successful classroom experience.
4. Specific qualifications as determined by the program.

**DESIRED QUALIFICATIONS**

1. Master's degree in program area.
2. Ability to relate to children, parents and school staff.
3. Leadership and organizational qualities.
4. Additional years of classroom experience.