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.