

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

COORDINATOR OF PATHWAY TO SUCCESS ACADEMY AND ADULT EDUCATION
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Required Qualifications:

- Bachelor's Degree
- Experience in working with or teaching adults
- Working knowledge of available human and community resources
- Ability to work with others

Desired Qualifications:

- Ability to work flexible hours, including some evenings, weekends and early morning meetings
- Master's Degree in Education

Performance Responsibilities:

- Coordinate all components and activities of the Pathways to Student Success Academy
- Recruit students and coordinate programs in under-served, and under-represented student populations into various careers
- Make presentations to various faith-based, civic, manufacturing, and community organizations relative to technical careers and educational opportunities
- Coordinate various programs and services between students and families in under- served and under- represented communities
- Work collaboratively with Pasco-Hernando State College (PHSC), Hernando County School District (HCSD), civic, manufacturing, and community organizations to market career and technical educational opportunities for students and adults
- Coordinate guest speakers into the technical classrooms
- Assist with advisory meetings, including the recruitment of new employer members
- Maintain working relationships with community and state agencies, area businesses, industries, workforce agencies and schools, in order to provide training consistent with needs of community
- Assist with data collection, analysis, and reporting for accreditation of postsecondary career and technical programs
- Provide assistance for staff development
- Ensure compliance with district/state/federal requirements for designated areas of responsibility including completion points and other performance-based outcomes
- Continuously appraise, evaluate, and make recommendations for change for programs to provide opportunities for individuals to prepare for gainful employment
- Coordinate program articulation with secondary, postsecondary, community college and universities
- Assist in obtaining state and federal funds for vocational and technical education programs and monitor related budgets
- Perform other duties as assigned by supervisor

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Adult and Technical Education and/or designee

Evaluation:

Annual evaluation done by the Director of Adult and Technical Education and/or administrative designee

Terms of Employment:

249 Days

Position funded in partnership with PHSC, and dependent upon funding availability

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category F

Job Code:

Board Approved:

Revised: