

COLLEGE AND CAREER PATHWAY ENDORSEMENT COORDINATOR

Career Preparation Network
Education for Employment District #060
Crete, IL 60417

Location:

Crete-Monee High School

Closing Date:

Until Filled

Term: Part-Time/Full-Time, Day Shift, Monday-Friday, reliable transportation required, mileage reimbursed. This is a contract position – no benefits will be offered.

Salary: \$45,000

General Description: The College and Career Pathway Endorsement Coordinator is responsible for leading and managing work-based learning and coordination of career pathway endorsements for the Education for Employment District #060 and its member school district students.

This is a new position created through a 3-year pilot grant to support school districts in building their capacity to offer the high-quality CTE programming necessary for students to earn College and Career Pathway Endorsements.

Job Qualifications:

Competencies and recommended qualifications:

- Recommended experience: Two years of background working with career advisement, youth services, and/or workforce training
- Education: Minimally - 60 or more credit hours or Associate Degree. May be waived in lieu of two additional years' work experience. Preferred – Bachelor's Degree w/PEL
- Ability to communicate effectively with a variety of people including students, parents, educators, administrators, and industry professionals
- Ability to carefully track data and program outcomes
- Preference may be stipulated for additional credentials or background working in Career & Technical Education career clusters or support roles
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Responsibilities:

- Maintain and/or create partnerships with local industry and educational institutions
- Assist Director in creating pathways, dual credit opportunities, and program certifications as necessary
- Maintains work-based learning database
- Assist member school districts with establishing internships, job shadows, and work-based learning experiences
- Identify and address local access and attainment equity gaps related to the student experiences necessary to earn a College & Career Pathway Endorsement
- Increase the number of member districts approved by the Illinois State Board of Education (ISBE) to offer College & Career Pathway Endorsements
- Increase the number of CTE students attaining a College & Career Pathway Endorsement on their high school diploma

Serve as liaison between CTE educators and staff, System personnel, school counselors, social service

and government agencies, community colleges and universities and employers within the EFE System to coordinate efforts toward increasing work-based learning and dual credit

- Coordinate with the Local Workforce Area Career Planners
- Collaborate with educators to identify, incorporate, and embed work-based learning opportunities into both CTE and core coursework
- Understand the structure and local/regional context of the Education for Employment (EFE) System, including its districts, its CTE programs, student, and community demographics, leading and emerging industries
- Understanding of and proven ability/passion to work with diverse populations, including Special Populations as defined by Perkins V
- Inventory and solicit local employers for work-based learning opportunities including but not limited to career exploration, job shadowing, professional mentoring, internships, and apprenticeships. Keep the information current in the ISBE work-based learning database for the CTE system

Application Procedure: Correspondence should be directed to:

Career Preparation Network
Michelle Meadows, Director
Crete-Monee High School
1515 W. Exchange Street
Crete, IL 60417

Please send a letter of interest and resume.