

JOB TITLE
SPECIALIST MAGNET
CAREER PATHWAYS

DIVISION
ADMINISTRATION

REPORTS TO
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE
I I/IV, GRADE 9

LENGTH OF WORK YEAR
AS APPROVED BY THE BOARD

DATE
FEBRUARY 23, 2009

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in one of the five overarching magnet career themes: Business and Information Technology; Medicine, Health and the Environment; Human Services, Education, and International Studies; Engineering (Aeronautics, Architecture, Construction, and Manufacturing); and Communications, Media, and the Arts. Assists in the development, monitoring and implementation of assigned program or activity; provides inservice as assigned; surveys system wide needs in area of assignment and determines effectiveness of assigned program or activity; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES

1. Collaborates with key business and community partnerships that support the themes to develop grant proposals, identify potential funding resources, and determine partnerships to provide direction and support for implementation of career and technical education.
2. Extends the knowledge and skills of staff through ongoing professional learning that includes the study of research and theory; collaboration with local, state, and national experts; affiliation with national networks; and participation in critical friends groups.
3. Collaborates with community-based organizations to complement, supplement, deepen, and enhance the district's career and technical education programs.
4. Works cooperatively with district personnel in assessing and addressing the district's priorities and needs and in developing, reviewing and revising program or activity as assigned.
5. Assists administrators and teachers in building strong and cohesive career and technical programs.
6. Promotes collaboration among the staff at the high schools that offer programs in the same overarching theme.
7. Improves the partnerships between schools, businesses, and community groups focusing on a specific set of careers.
8. Assists schools in their efforts to offer an array of courses that reflect a range of skills and knowledge levels as well as reflecting a wide range of career opportunities within the school of study.
9. Recruits career coaches and community volunteers.
10. Supervises and directs the work of committees and task forces as assigned
11. Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. Bachelor's degree or higher with area or major in area of assignment
2. Three (3) years successful experience in area of assignment

DESIRABLE QUALIFICATIONS

1. Master's Degree
2. Kentucky certification in supervision and/or administration
3. Successful experience in area of research methods and strategies

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