



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Future Ready Coordinator TOSA**
 Job Family: **Licensed**
 Prepared/Revised Date: **April 26, 2023**

FLSA Status: **Exempt**
 Pay Range: **T Salary Schedule**
 Job Code: **21245**

SUMMARY: Responsible for assisting the Director of Career & Innovation in building and sustaining high-quality Future Ready programming. Work collaboratively with the Community & Business Development Coordinator, Concurrent Enrollment Coordinator, Career and Technical Education Coordinator, Work-Based Learning Coordinators, and Counselors to implement Individual Career and Academic Plan (ICAP) and work-based learning (WBL) opportunities for Poudre School District students K-20.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DESCRIPTION OF JOB TASKS	
1.	Collaborate with the Career & Innovation team to ensure that every student graduates from Poudre School District with options. Implement opportunities for PSD students and families to learn about and experience career pathways that lead to 2-year college, 4-year college, apprenticeship, workforce, or military.
2.	Support the implementation of a K-20 career exploration and work-based learning scope and sequence.
3.	Host events for PSD parents and community members to learn about PSD Future Ready programs, including events that will occur outside of the school day.
4.	Collaborate with the Community and Business Development Coordinator to support relationships with business partners for the purpose of providing WBL experiences.
5.	Support Accelerating Students through Concurrent Enrollment (ASCENT) and Teacher Recruitment Education Program (TREP) students to ensure academic success. Connect students to work-based learning opportunities aligned with their certificates and degrees in collaboration with the Concurrent Enrollment Coordinator.
6.	Develop and organize middle school work-based learning and elementary career exploration experiences and events in collaboration with counselors.
7.	Support industry partners in Xello to post work-based learning opportunities. Communicate new WBL opportunities to the site-based WBL Coordinators.
8.	Use labor market and ICAP data to inform decision-making and development of new work-based learning opportunities and career exploration activities.
9.	Collaborate with PSD staff to connect and disseminate information on Career and Technical Education, Concurrent Enrollment and WBL programs and opportunities for students.
10.	Support district-wide ICAP implementation and professional development opportunities for PSD staff.
11.	Attend workforce and sector partnership meetings, as well as CTE advisory committee meetings. Facilitate and implement action requests or events that may come out of these meetings.
12.	Support the high school Work-Based Learning Coordinators and align career exploration opportunities for middle school students.
13.	Organize career tours and support counselors with field trip requirements and organizing transportation.
14.	Attend work and arrive in a timely manner.
15.	Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree with proper educator licensure program required; CTE credential or Counseling degree preferred.
- Three or more years of related experience, counseling experience, or teaching experience in a CTE program recommended.



LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado teaching license with appropriate endorsements required.
- CTE Work-Based Learning endorsement, CTE Specialist endorsement, or ability to receive endorsement.
- Small Vehicle permit through the District is required.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Knowledge of CTE programs, Talent Found, CCCS Standards, ICAP, and Colorado Career Clusters.
- Knowledge of current workforce/employment demand and industry trends.
- Human relation and interpersonal skills.
- Oral and written communication skills.
- Collaboration and facilitation skills.
- Planning and organizational skills.
- Critical thinking and problem-solving skills.
- Ability to work with/be a part of a team.
- Ability to frequently travel to local business partners.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and cell phones.
- Operating knowledge of the collaboration features of Google Docs.
- Operating knowledge of Xello software.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	0

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel		X		



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	



VISION DEMANDS:	Required
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	