

Corning Union High School District  
Job Description  
JOB TITLE: **Career Pathway Coordinator**

---

**Salary Range:** CUHSD 182-day Certificated Salary Schedule. Dept:

**Schedule:** 182 days/ yr, 7 hrs/ day

**Immediate Supervisor:** CUHSD Superintendent

Approved by Board of Trustees

Date: Nov.16,2023

---

**DEFINITION:**

Corning Union High School District seeks a highly qualified Career Pathway Coordinator to lead a district initiative to identify and modify existing degree pathways and career technical education (CTE) programs and/or create new high-quality innovative pathways to create a comprehensive high school-to-college/career program. The Coordinator will analyze labor market trends, assess district-adopted certificate and degree pathways, research key industries with growth potential, and leverage the information to optimize programs/pathways to increase the likelihood of certificate attainments, high school graduations, and post-secondary completion, leading to economic mobility. The Career Pathway Coordinator will communicate and coordinate activities with district staff, colleges, vocational programs, the K – 8 district, and community partners to strengthen horizontal and vertical alignment to increase access and degree/certificate attainment.

**ESSENTIAL FUNCTIONS and RESPONSIBILITIES:**

- Use data from multiple sources to inform, identify, modify, and develop high-quality and high-value college/CTE opportunities.
- Responsible for creating functional and diversified degree/CTE pathways validated by market trends and aligned to post-secondary programs.
- Collaborate with colleges and various industry leads and provide training and technical assistance to district staff on programs.
- Responsible for refining the policies and procedures related to refinements for long-term adoption of processes.
- Create academic/student support within the district system to increase the likelihood of pathway completion.
- Work collaboratively with the K-8 district staff to enhance vertical articulation activities to support early start related to the high-value pathways.
- Establish and manage an effective relationship with community and college partners.
- Stays abreast of emerging trends in business and industry.
- Advises CTE and Dual Enrollment students on how to access and be successful in coursework.
- Tracks indicators and outcomes for programs and collates information and reports on program outcomes as part of grant deliverables.
- Serve as the district representative to bridge conversations with college campus/industry officials
- Provide logistical support to the high school's counseling/guidance program.

- Effectively innovate programs to support student success.
- Communicate educational and career information on pathways and certification requirements to a diverse student body. .
- Presents on pathways in various venues, such as committee and board meetings.
- Draft plans to address current and projected local market supply gaps and demands.
- Create marketing and promotional material to increase interest in pathways.
- Facilitate course registration for students enrolled in college/CTE courses.

#### **KNOWLEDGE ABILITIES and SKILLS:**

- Various career pathways, certificate programs, associate degrees, and transfer-related requirements.
- Communicate concisely, and effectively both orally and in writing, and understand the value of reciprocity and respect.
- Diverse industries and current labor market trends.
- Serve as the information source for the district on college/career pathways.
- Preparing reports for the grant and processes, policies, and procedures for future reference.
- Foster positive working relationships with multiple stakeholders.
- Software to create marketing and visually friendly communications material.
- College procedures and requirements for admissions.
- Ability to conduct meetings, and facilitate groups and workshops.
- Establish and maintain collaborative working relationships with industry leaders, college faculty, district staff, community, and students.
- Be sensitive and committed to meeting the needs of the diverse socioeconomic, cultural, and ethnic backgrounds of the student/community population and partners.
- Use computer software for word processing, spreadsheets, databases, and presentation software.
- Think critically and strategically
- Organize, and conduct special events in conjunction with other departments and programs.
- Work independently and as a member of a team.

#### **QUALIFICATIONS:**

- A Bachelor's degree in Education, Communications, or a similar discipline.
- Three years of experience in an educational setting, grant management, and program development.
- Demonstrates sensitivity to and understanding of the diverse cultures of students.
- Preference will be given to Spanish-speaking applicants.
- Preferred knowledge of program planning and tracking data for grants/projects.