



POSITION DESCRIPTION

**PITTSFIELD, NH SCHOOL DISTRICT
DIRECTOR OF CAREER READINESS
POSITION DESCRIPTION**

A. POSITION TITLE: Director of Career Readiness	B. TYPE POSITION: Full time	C. DATE CREATED/UPDATED: 11.21.19
D. PURPOSE: The purpose of the Director of Career Readiness is to oversee and support the Pittsfield School District’s comprehensive guidance plan as well as the District’s competencies for students in preparation for post-secondary success through a personalized learning environment that enables all of Pittsfield’s students to be engaged in their own career exploration and planning in service of pursuit of career aspirations.		
E. PRIMARY TASKS, DUTIES, AND RESPONSIBILITIES <ul style="list-style-type: none"> ● Ensure that PMHS advisories are supported in career planning functions, including: <ul style="list-style-type: none"> - Use of career planning surveys, assessments, and other tools within advisories - Development of student documents, such as cover letters, resumes, scholarship applications, and others as may be appropriate - Development of post-secondary plans that lead to a certification, license, degree, or other documentation of competence within a field of employment - Development of community service options for students ● Ensure and coordinate a range of career explorations for students, including job shadows, ELO’s, college / career fairs, etc. that support student decision-making ● Ensure access to online/dual enrollment courses for every student ● Develop - with students and parents - <i>Alternative Learning Plans</i>, when and where appropriate ● Ensure that all students have the opportunity to investigate and apply to post-secondary institutions ● Ensure a smooth transition for all students to postsecondary career training and/or education ● Ensure development and implementation of a comprehensive guidance plan for the district based on Ed 306.39 and the ASCA <i>National Model: A Foundation for School Counseling Programs</i> ● Ensure guidance counselor and district social worker resources are adequate to meet student needs ● Ensure that personnel directly reporting to the Director of Career Readiness are fully qualified and performing at a high level ● Coordinate CRTC application process and involvement ● Coordinate scholarship applications and awards ● Review and revise the annual Program of Studies and present to School Board for action ● Coordinate <i>Running Start</i> and <i>eStart</i> programs for students 		
F. SUPERVISOR: Superintendent of Schools	G. DIRECT REPORTS: <ul style="list-style-type: none"> ● College and Career Administrative Assistant ● Guidance Counselors ● Media Specialist/Online Coordinator ● District Social Worker 	H. ANNUAL SUMMATIVE PERFORMANCE EVALUATION TIMEFRAME: By June 30 th of each year



POSITION DESCRIPTION

		<ul style="list-style-type: none"> Student Assistance Program Counselor (while under direct supervision of agency) 									
I. LEVEL OF SUPERVISION REQUIRED:		Low									High
J. MINIMUM QUALIFICATIONS: <ul style="list-style-type: none"> Certification in Education or Related Field Master's Degree 		K. PHYSICAL REQUIREMENTS: N/A				L. UNIQUE REQUIREMENTS: Advanced interpersonal skills to develop rapport with students, parents, staff, business partners, and post-secondary institutions; strong communication and data analysis skills					
M. KNOWLEDGE, SKILLS, AND TALENTS (KST) REQUIRED <ul style="list-style-type: none"> Those KSTs considered core and required of all district staff are noted in BOLD and UPPERCASE and should be strong considerations when hiring new staff at all levels and in all types of positions. Those KSTs considered "Basic" and critical for position success are noted in BOLD and lowercase. Those KSTs remaining are considered "Advanced" and are highly supportive for position success. Letters and numbers in parens refer to the rubric descriptions in the CSSR KST Competency Library 											

1. Student Learning and Growth <ul style="list-style-type: none"> Assessment (A.1) GROWTH MINDSET (A.5) STUDENT FOCUSED / CENTERED (A.9) 						2. Leadership and Supervision <ul style="list-style-type: none"> Collaborative/Distributive Leadership (B.3) Delegation (B.7) Leadership (B.14) Motivating / Influencing (B.14) Political Savvy (B.19) Strategic Relationship Building (B.23) Team Building (B.25) 					
3. Interpersonal Skills <ul style="list-style-type: none"> ACCURATE EMPATHY (C.1) Advising (C.3) Coaching (C.4) COLLABORATION (C.5) COMMUNICATION (C.6) Counseling (C.8) CULTURAL SENSITIVITY (C.9) DIPLOMACY / TACT (C.10) Listening (C.2) 						4. Management and Administration <ul style="list-style-type: none"> Performance Evaluation (D.8) Program Evaluation (D.10) Talent Management (D.13) Technical Expertise (D.14) Technology Savvy (D.15) 					

POSITION DESCRIPTION

<ul style="list-style-type: none"> ● RELATIONSHIP BUILDING(C.13) 	
<p>5. Thinking and Judgment</p>	<p>6. Personal Characteristics</p>
<ul style="list-style-type: none"> ● DATA-BASED DECISION MAKING (E.4) ● GOOD JUDGEMENT (E.7) ● LEARNS FROM EXPERIENCE (E.8) ● Problem Solving (E.14) ● Systems Orientation (E.17) 	<ul style="list-style-type: none"> ● Adaptability (F.1) ● CONCERN FOR ACCURACY (F.3) ● Courage (F.4) ● DESIRE FOR SELF-IMPROVEMENT (F.6) ● HIGH STANDARDS (F.7) ● INTEGRITY (F.11) ● POSITIVE ATTITUDE / EXPECTATIONS (F.12) ● Professionalism (F.13) ● Results Driven (F.16) ● SENSE OF ACCOUNTABILITY (F.18) ● SERVICE ORIENTATION (F.20) ● STRONG WORK ETHIC (F.22) ● TEAM PLAYER (F.23)
<p>N. SECONDARY TASKS, DUTIES, & RESPONSIBILITIES</p>	
<ul style="list-style-type: none"> ● Budget Preparation (D.2) ● Compliance ● Continuous Improvement (D.9), (D.10) ● Counseling/Outside Counseling (C.8) ● Follow State Law ● Home Education ● Homeless Coordination ● i4See Coordination ● Innovation (F.10) ● Organization for School Board ● Planning and Organizing (E.12) ● Professional Development ● Promoting Student Agency (A.8) ● Recognition and Awards ● Registration ● Resource Allocation ● Scheduling-Student (D.12) ● Visioning (B.26) 	
<p>O. TERTIARY TASKS, DUTIES, & RESPONSIBILITIES</p>	
<ul style="list-style-type: none"> ● Community Building (B.40) ● Crisis Management ● Extra & Co-curricular Activities ● Progression of Supports 	



POSITION DESCRIPTION

<ul style="list-style-type: none"> ● Responsibility for Learning ● Summer Activities 	
P. PRIMARY CONTACTS	
INTERNAL TO DISTRICT <ul style="list-style-type: none"> ● Advisory Teachers ● Building Leadership Team ● College and Career Readiness Administrative Assistant ● Dean of Instruction ● Dean of Operations ● Director of Interventions & Title I Manager ● Director of Student Services ● District Leadership Team ● Guidance Counselors ● Media Specialist/Online Learning Coordinator ● District Social Worker ● School Board ● Students ● Superintendent 	EXTERNAL TO DISTRICT <ul style="list-style-type: none"> ● Business Partners ● College and Career Personnel ● Parents / Guardians
Q. SECONDARY CONTACTS	
INTERNAL TO DISTRICT <ul style="list-style-type: none"> ● Special Education Teachers ● Teachers ● Unified Art Teachers 	EXTERNAL TO DISTRICT <ul style="list-style-type: none"> ● Community Members
R. TERTIARY CONTACTS	
INTERNAL TO DISTRICT <ul style="list-style-type: none"> ● Advisory Group 	EXTERNAL TO DISTRICT <ul style="list-style-type: none"> ● Public Contacts
S. AUTHORITY/FINAL WORD (decisions that can be made without approvals)	
<ul style="list-style-type: none"> ● Community Service Assignments ● Staff evaluations ● Staff professional development approvals 	
T. SUCCESS MEASURES	
<ul style="list-style-type: none"> ● Effective implementation of the district's Comprehensive Guidance Plan ● Informed, realistic, and ambitious student plans for career success 	<ul style="list-style-type: none"> ● All students graduating with the achievement of or a plan for achievement of a certification, license, degree, or other documentation of competence within a field of employment

POSITION DESCRIPTION

<ul style="list-style-type: none"> • Positive contribution of student service projects to the community • Number and success of juniors and seniors in dual enrollment courses • Number and success of student participation in independent career explorations • Number of students accepted by a post-secondary institutions of higher learning or career training 	<ul style="list-style-type: none"> • Graduates' satisfaction with the quality and quantity of support provided in transition to postsecondary higher education and career training • Parent/guardian satisfaction with students having the skills necessary for post graduate success • Evaluations of direct reports completed and reviewed within the district guidelines and timeline • Budget accuracy and timeliness
--	---

U. SUB-ROLE PRIORITIES

- Sub-role priorities: H = High, M = Moderate, L = Low, and X = Not Required
- Sub-roles indicators can be found in Resource Booklet

Sub-Roles	Import	Sub-Roles	Import	Sub-Roles	Import
Student Learning & Growth Related		Leadership & Supervision Related		Interpersonal Skills Related	
Advisor/Consultant/Expert	H	Behavior Manager	X	Advocate	H
Coach	H	Evaluator	H	Community Builder	H
Designer	M	Instructional Leader	L	Counselor	L
Instructor	X	Leader	H	Facilitator	M
		Motivator	H	Friend	X
				Mediator	L
				Mentor	L
				Parent	X
Sub-Roles	Import	Sub-Roles	Import	Sub-Roles	Import
Management & Administration Related		Thinking & Judgment Related		Personal Characteristics Related	
Black Hat	X	Negotiator	L	Champion	M
Compliance Monitor/Driver	M	Troubleshooter/Problem Solver	H	Extra Hands	X



POSITION DESCRIPTION

Firefighter/Crisis Manager	L		Innovator	M
Manager	H		Politician	M
Professional Developer	L			
Quality Assurance Driver	H			

V. EEO STATEMENT

The Pittsfield School District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, creed, color, marital status, physical and mental disability, or national origin. In addition to federal law requirements, the Pittsfield School District complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

W. SIGNATURES:

This job description has been approved by all levels of management:

Supervising Administrator: _____ Date: _____

Superintendent: _____ Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position:

Employee: _____ Date: _____



POSITION DESCRIPTION