

Career Coordinator Job Responsibilities

Summary

Beginning in the 2018-19 school year, RIDE will encourage all high schools to designate a “Career Coordinator.” Career Coordinators will manage work-based learning for their school and serve as the key work-based learning contact person for both students and external stakeholders (including business and industry groups, RIDE, and the Statewide Career Readiness Intermediary). Career Coordinators are focused on ensuring students’ readiness for success during their work-based learning experiences and on their future career pathways.

Background

Starting in the 2018-19 school year, RIDE will shift its support, resources, and tools from School-Based Coordinators to the new role of Career Coordinators. This shift is part of PrepareRI (www.prepare-ri.org), a statewide initiative to build career pathways for all Rhode Island youth.

The term “Career Coordinator” refers to a set of responsibilities, not necessarily a position. RIDE will encourage each district to designate a Career Coordinator, but that does not necessarily involve hiring new staff or having a staff member with the formal title of “Career Coordinator.” Rather, “Career Coordinator” simply provides a name, greater clarity over responsibilities, and support from RIDE for a set of responsibilities that many schools are already doing. These responsibilities will become increasingly important in coming years under PrepareRI. The Career Coordinator job responsibilities can be fulfilled by an existing staff member—such as a school-based coordinator, internship coordinator, work-based learning facilitator, an assistant principal, or others—or spread across multiple existing staff members.

Schools and local education agencies (LEAs) may use their federal Perkins funds to support Career Coordinators. The Career Coordinator team at RIDE will include Paul Williams, Spencer Sherman, and the Statewide Career Readiness Intermediary.

Job Responsibilities:

The Career Coordinator will fulfill the following responsibilities:

- Serve as the designated point person for all internal and external-facing communication regarding the coordination of work-based learning experiences for students. This would include communications from the Governor’s Workforce Board (GWB), the Statewide Career Readiness Intermediary (Skills for Rhode Island’s Future), employers, RIDE, community-based organizations, and other pertinent groups.
- Prepare students for work-based learning experiences that meets the Governor’s Workforce Board’s Guidance on Work-Based Learning (see prepare-ri.org/wbl). That guidance defines quality work-based learning as rigorous, relevant, reflective, interactive, and integrated.
- Ensure distribution and submission of all forms and required documentation.
- Collaborate with teachers, school counselors, administrators and other school personnel to ensure that work-based learning experiences become embedded in the school culture.

- Promote an increased awareness of the value of essential career skills and their critical connection to employability while reinforcing the positive impact these skills can have on their own performance during the work-based learning experience. These essential skills include: collaboration and teamwork; communication; critical thinking and problem solving; initiative and self-management; and professionalism.
- Work with school personnel to determine the degree of individual support, training, and coaching that will be needed to ensure that students are adequately prepared to participate in all facets of a work-based learning experience.
- Identify and address any challenges and barriers, work to find solutions, and mediate situations when appropriate.
- Continue to provide support for students by meeting with them (individually or in small groups) to provide additional information regarding local work-based learning opportunities and programs.
- Collect, interpret and analyze data relevant to improving work-based learning opportunities for students.
- Promote and support career and technical education programs while increasing the integration of work-based learning into the programs and the culture of the school.
- Participate in training sessions and attend meetings face-to-face or virtually that are scheduled by RIDE, the statewide intermediary (Skills for Rhode Island's Future), and/or the PrepareRI Ambassadors.
- Work under the supervision of the building principal.
- Ensure that the school regularly submits all data and information related to work-based learning that RIDE requests.

Qualifications:

- Bachelor's Degree (minimum)
- Excellent oral and written communication skills
- Strong problem solving, interpersonal and organizational skills
- Demonstrated ability to work directly and effectively with students
- Effective team-building, collaborative and consensus-building skills
- Demonstrated ability to facilitate organized work groups of educators, industry representatives and parent, community and labor leaders
- Understand and apply labor market information to the planning and implementation of career and technical education/work-based learning
- Knowledge of the principles, theories, practices, methods and techniques applicable to career and technical education (CTE), particularly as they relate to the [Rhode Island CTE Regulations](#) and [CTE Board of Trustees Standards](#).
- Functional computer skills
- Excellent time and resource management

Contact

Please send the name and email address of your school's designated Career Coordinator to Paul Williams (Paul.Williams@ride.ri.gov). Questions about Career Coordinators can be addressed to Paul Williams or Spencer Sherman (Spencer.Sherman@ride.ri.gov).