



**Roseburg Public Schools  
Roseburg, Oregon**

**ADMINISTRATIVE COORDINATOR  
P20 PATHWAYS**

**CLASSIFICATION:** Administrator

**RANGE:** \$96,290 - \$108,276

**WORK CALENDAR:** 260 days, 12-Months

**RESPONSIBLE TO:** Director of Teaching and Learning in consultation with Umpqua Community College Academic Services.

**General Description:**

UCC and the Roseburg School District are partnering to hire an experienced, enthusiastic and highly skilled candidate to serve as the P-20 Pathways Innovator. This is an outcomes based position that will work closely in a collaborative team environment with Roseburg School District and Umpqua Community College to build p-20 pathways for all Roseburg students. This shared position will be responsible for building clear pathways for all students from school entry to college and workforce placement.

The successful candidate must be able to act as a leader and member of the team, have highly developed interpersonal skills, and can communicate with personnel at all levels. This person will also develop community relationships and partnerships with k-12 systems; working collaboratively to create vertical integration between the K-12 and college systems so that all students in Roseburg School District can smoothly access the post-secondary training and education that they need to become a self-supporting adult and community contributor. The successful candidate in this position will create a vertical integration map for all programs and career focus areas in both institutions with recommendations for new programming, updated systems of operation and modified curricula.

**Major Areas of Responsibility**

- I. Perform audit of K-12 & UCC curriculum to create alignment and vertical integration for priority programs at both institutions with a focus on Career and Technical education programming.
- II. Pull together k-12 and college systems and faculty in priority program areas to illuminate pathways to post-secondary education and training.
- III. Outcomes:  
Create illuminated pathways for students in all career and technical education programs from K-12 to post secondary education and training to a job.

### **Specific Responsibilities**

- Develop illuminated pathways for area middle/high school students to access relevant and affordable education/job skills.
- Work with faculty and coordinators/specialists and career coaches to define work, processes and clearly provide necessary skills to further develop programs, curriculum, and rigor.
- Must work closely and communicate clearly to ensure seamless transitions for students with student services, academic faculty, and area partners.
- Explore and suggest new partnerships and Programs of Study.
- Implement assigned projects, coordinate project activities with appropriate staff and project partners.
- Coordinate with faculty, staff, current, and future partners to determine project needs and provide structure to ongoing academic partnership projects.
- Facilitate job site visits.
- Collect, analyze, and report data to monitor project outcomes; generate and present reports using standard formats and graphical summaries.
- Contribute to quality improvement activities with ongoing projects.
- Utilize regional labor market information (LMI) and employer feedback to develop pathways in in-demand industries and ensure that credentials offered in the pathway have labor-market value.
- Other duties as assigned.

### **Required Qualifications**

- Bachelor's degree in Engineering, Education, or related field.
- Knowledge of K-12 Educational Systems
- Extensive work with developing partnerships.
- Proficient in Microsoft Office applications, with an emphasis on Excel.
- Valid Oregon Drivers License

### **Preferred Qualifications**

- Master's degree in Education, Leadership, Curriculum Development or a similar field of study.
- Experience working in a high school educational environment.
- Knowledge of state dual credit guidelines.
- Three or more years' experience working in higher education.
- Three or more years' experience in high school education.
- Experience working with faculty and in coordinating major projects.

### **Knowledge, Skills, Abilities**

- Passion for dual enrollment and K-12/college collaboration.
- Stay current on research and best practices in secondary to post-secondary education for career readiness in Industry.

- Requires superb people skills, ability to multitask, and a calm demeanor, with a knack for productive collaboration across functional areas.
- Strong writing skills.
- Effective presentation skills.
- Strong organizational skills.
- Ability to work independently and in a self-directed manner.
- Ability to handle multiple priorities in a multi-tasking environment.
- Ability to carry out confidential tasks or manage situations with tact, sensitivity and discretion.
- High degree of professionalism and service orientation with respect to the quality of work and interaction with others.
- Flexible and able to coordinate multiple complex activities, set priorities and work independently under deadlines with attention to detail.
- Ability to work in an environment where ambiguity is not uncommon and where development and implementation phases may occur simultaneously.

**NOTE:** Some travel will be required including professional meetings. Occasional evening or weekend work.

**PHYSICAL REQUIREMENTS:** The physical demands described here 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 functions, duties, and responsibilities of the job.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is:

- Regularly required, in an 8-hour day, to sit for 3-8 hours; stand/walk/move around for 1-4 hours; drive 1-3 hours.
- Regularly required to talk and hear.
- Regularly required to use hands to finger, handle or feel objects, tools, or controls.
- Lifting 20 pounds occasionally with occasional sitting and frequent standing / walking.
- Frequently required to stand or walk (occasionally on an uneven surface), reach with hands and arms, stoop and/or bend.
- Frequently required to travel within the district, and occasionally travel outside the district.

While performing the duties of the position, the employee works with standard office and/or instructional equipment with moving mechanical parts.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment could be low to moderate, with occasional high noise levels. The employee's work is most frequently indoors, but occasionally requires going outdoors in the weather to pass from building to building and drive from site to site.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (*or the position*) at any time as it deems advisable.

### **WORKPLACE EXPECTATIONS**

- The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.
- In every aspect of this position, employee must exercise honesty and ethical behavior, including but not limited to: in communication and relationships with staff, students, and the public; use of time and district property as well as representation of absence from duty leave.
- The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
- The employee maintains the integrity of confidential information relating to students, family, colleagues, or district patrons. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
- The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

**EMPLOYEE STATEMENT**

- I have reviewed the above position description and understand its contents.
- I am aware that my position description may be revised or updated at any time. When this happens, the district will provide me with the revised job description and I will remain responsible for knowledge of its contents.
- I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, I will inform the district prior to beginning work in this position.

Employee Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_