



SAMPLE JOB DESCRIPTION

Background

The regional career pathway (RCP) development process ensures that high schools connect to regional workforce and economic development efforts where career pathways feature high-skill, in-demand careers. These pathways are created in partnership with local workforce and economic development boards, technical colleges, universities, and other regional stakeholders to provide school districts with a “ready-made” academic and career plan that includes:

- A sequence of career and technical education courses;
- Work-based learning experiences;
- Industry-recognized credentials;
- Dual enrollment opportunities; and
- Relevant co-curricular career and technical student organization activities.

As indicated in the Wisconsin Perkins V State Plan, Wisconsin is committed to continuing the development and implementation of regional career pathways. Beginning in July 2020, regional career pathways will be developed in collaboration with state and regional partners. These career pathways will be made available for adoption by LEAs (Local Education Agency) through the work of regional career pathway collaboratives.

Position Summary

The Regional Career Pathway Grant Coordinator provides logistical coordination and communication about RCP grant activities that support the RCP Process. Within the established geographic region and beyond, the Regional Career Pathway Grant Coordinator provides leadership, coordination and assistance for career pathway activities through the Regional Career Pathway Collaborative. The creation and implementation of a regional career pathway requires the leadership of vested employers supported by a group of committed educators, training and placement services providers, economic developers, and workforce professionals.

1. Act as primary point of contact to DPI for all grant outcome matters.
2. Coordinate and facilitate communication among all regional partners.
3. Coordinate regular and ancillary meetings between regional partners to support the RCP process.
4. Coordinate the high school scan and labor market analysis for pathway development.



5. Research, collect and input all regional information on RCP maps.
6. Work with regional institutions of higher education (IHEs) to identify the post secondary programs, articulation agreements and the college credit opportunities that specifically align to each RCP map.
7. Assist in identifying related precollege and/or other career awareness and exploration programs.
8. Submit final RCP map draft with all pathway documentation on behalf of regional collaborative partners to DPI for state endorsement.
9. Provide DPI with I grant required outcome reports.
10. Communicate regularly with the career pathway collaborative about pathway progress.
11. Resubmit updated regional career pathway map to DPI for approval.

KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES

1. Strong interpersonal skills. Demonstrate skill in managing relationships across a variety of groups.
2. Knowledge of career pathways, contemporary career and technical education (CTE) programs, work-based learning, and academic and career planning efforts to ensure that students can graduate college and career ready.
3. Strong verbal and written communication skills including the ability to convene local partners and focus groups, facilitate collaboration, and negotiate among stakeholders.
4. Knowledge of processes involved in developing career pathways
5. Skills in developing partnerships with an established network of employers, industry associations, labor and/or community based organizations
6. Skills in planning and facilitating meetings
7. Principles and techniques needed to develop and disseminate information utilizing print and digital forms of communication
8. Strong organizational skills to manage deadlines and prioritize work plans.