

# New Albany-Floyd County Consolidated School District Career Education Coordinator (373)

## **JOB POSTING**

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### **Job Details**

*Title*

**Career Education Coordinator**

*Posting ID*

**373**

*Description*

**TITLE:** Career Education Coordinator  
**CLASSIFICATION:** Classified Exempt  
**SALARY:** \$50,000 to \$60,000 (*based on education and experience*)  
**SCHEDULE:** 195 DAYS/YEAR  
**LOCATION:** Prosser Career & Technical Education Center  
**REPORTS TO:** Building Principal

#### **QUALIFICATIONS:**

- Bachelor's Degree in Education, Technology or other related field required
- has strong communication and engagement skills
- has an understanding of K-12 educational offerings
- has a working knowledge of computers and their capabilities

#### **RESPONSIBILITIES:**

- Develops, schedules and conducts career education presentations in all CTE District 45 schools.
- Provides CTE District 45 schools with information highlighting non-traditional career options.
- Plans, organizes and facilitates career education tours for students, parents and the community.
- Attends and participates in student orientations, career fairs and other student/family programs as requested by the CTE District 45 schools.
- Shares in the development and coordination of school-wide special events and activities, focusing on non-traditional career and early grade level events.
- Organizes and leads the administering of post-secondary entrance exams, certification assessments and/or other standardized assessments.
- Creates and distributes career education promotional materials including print, electronic and social media.
- Performs other related duties as assigned by the administration and/or other designee.

Expected Travel Requirements: 20-30% within the CTE District 45 area.

*Shift Type*

**Full-Time**

*Salary Range*

**Per Year**

*Location*

**Prosser Career Education Center**

### **Applications Accepted**

*Start Date*

**05/27/2021**