

**JOB DESCRIPTION**  
**Cumberland County Schools**

**PATHWAY COACH**

**Purpose Statement**

The job of Pathway Coach was established for the purpose/s of assisting high school students as they plan their next steps beyond high school. This individual is specifically charged with facilitating the process whereby each individual student chooses a path of interest, maps out a plan for post-secondary opportunities and careers, and begins the steps toward that goal. The Pathway Coach supports each student in navigating the steps necessary to be successful with post-secondary opportunities.

This job reports to the School Principal.

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**Essential Functions**

- Administrates the school's online college and career readiness platform (Naviance), for the purpose of ensuring an effective and efficient system for student use.
- Collaborates with a variety of internal and external parties (e.g. students, teachers, parents, community members) for the purpose of providing and/or receiving information and ensuring student success.
- Documents each student's individual post-secondary plan which includes their interests and their career goals.
- Supports students' steps toward their paths through individual student conferences and related student training to accomplish steps.
- Establishes environments with healthy, professional relationships for the purpose of support and guidance.
- Deliver individual, small-group, and whole-class school wide curricula designed to help students choose a path that is both realistic and aligned to students' interests and aptitude.
- Analyzes student achievement data (EOC, STAR, ACT) and attendance data to both assist in student guidance as well as identify the impact of the Pathway Coaching program.

**Other Functions**

- Performs other related duties as assigned by the Principal for the purpose of ensuring the efficient and effective functioning of the work unit.
- Responsible directly to the Principal for the efficient and effective accomplishment of all assigned tasks.
- Performance is evaluated by the Principal.

## **Job Requirements: Minimum Qualifications**

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

SKILLS are required to develop positive professional relationships as well as perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment and computer; planning and managing projects; researching post-secondary options and corresponding requirements; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: issues related to career and technical fields, high school graduation requirements, college requirements, ACT testing, community resources, high school related regulations, policies, and laws.

ABILITY is required to schedule activities and/or meetings: often gather, collate, and/or classify data; and consider a variety of factors when conducting meetings or using equipment. Flexibility is required to work with others in a variety of circumstances: analyze data utilizing defined but different processes, and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with the online college and career platform is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied knowledge and backgrounds; establishing and maintaining effective working relationships; working as part of a team; adapting to changing priorities; and applying logical processes and analytical skills.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives: leading, guiding, and/or coordinating others: and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

Experience – 5 years teaching experience (high school experience preferred)

Education – Bachelor's Degree in job related area

Equivalency - None Specified

Requirement – This is a certified position.

Clearances - Criminal justice finger prints / background check

Continuing Education / Training - None Specified

FLSA Status – Non-Exempt

Approved