

DIRECTOR OF COLLEGE, CAREER, AND LIFE READINESS

JOB DESCRIPTION

Qualifications: As established by the school board and administration
Reports to: Administration

Job Summary

Provides leadership in ND Choice Ready: Post-Secondary, Workforce, and Military. Provide activities that support PK-12 learners in preparing for high school, college, military, or employment.

Essential Duties

The Director of College, Career, and Life Readiness is responsible for the following duties

- Develop and implement comprehensive college readiness programs and activities to increase awareness from PK-12.
- Establish and maintain strong partnerships with local colleges and universities to increase opportunities
- Establish and maintain strong business relationships to increase internships and job shadow opportunities
- Design and coordinate experiences for middle and high school learners that lead to a deeper understanding of high school pathways, college opportunities, financial literacy, and career planning.
- Focus on and develop programs that increase opportunities for learners to enter postsecondary, career, and military
- Oversee internships and create opportunities and partnerships
- Create career opportunities through hands on learning in the real world setting
- Help oversee online and dual credit programs
- Assist in college preparation
 - FAFSA
 - ACT/SAT/ASVAB/PSAT
 - Scholarships
- Perform other duties as assigned