

## CHOICE & SUCCESS PROGRAM MANAGER

<b>Job Title:</b>	Choice & Success Program Manager
<b>Initial:</b>	July 8, 2021
<b>Revised:</b>	June 20, 2022
<b>Work Year:</b>	Full Year
<b>Office:</b>	Education
<b>Department:</b>	Applied & Advanced Learning
<b>Reports To:</b>	Director of Applied & Advanced Learning
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Professional-Technical Range 2 + 10%

### Related Organization Chart



**POSITION SUMMARY:** The purpose of The Choice & Success Program Manager is to address the decrease in student engagement due to the COVID pandemic and to increase Counselor capacity for social-emotional and mental health support. The Choice & Success Program Manager is an innovative, creative strategist focused on raising awareness of education pathways across District 49. The Program Manager develops and implements training, outreach and resource initiatives to empower families and students as they investigate choice education pathways, programs, and schools. The Program Manager works in collaboration with local leaders and organizations to develop partnerships that support and encourage educational choice and student success. The Program Manager works in collaboration with the Applied & Advanced Learning and other D49 departments, school leaders, and community leaders and organizations to support innovative career-connected learning options and student success through Individualized Career and Academic Planning (ICAP) and Work-based Learning (WBL).

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Develops deep knowledge about all schools and programs in the District 49 operated and chartered portfolio.
- Manages and coordinates training and deployment of Choice & Success Advisors in support of building level ICAP and work-based learning priorities and objectives.
- Reaches out to internal (D49) departments and external community business and industry constituents for recruiting potential WBL partners and developing new WBL opportunities.
- Aligns new WBL opportunities with current regional needs assessment and Colorado Talent Pipelines Top Jobs data.
- Works with Applied & Advanced Learning, Communications, and Learning Services to develop and deploy a system to engage students with personalized choice options.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- Utilizes developed systems to coordinate with school level administrators to provide information to students and families regarding choice school, program, course, and career-connected learning.
  - Coordinates with D49 Applied and Advanced Learning to ensure D49 programs reflect current legislative guidance and best practices and ICAP and work-based learning processes are informed by current regional needs assessments and economic/employment data.
  - Coordinates with D49 Communications to create information and messaging to ensure program information is accessible and understandable for students/families, staff, and community partners.
  - Coordinates with D49 SIS department for data collection and reporting of student engagement with the community through work-based learning.
  - Coordinates with CDE, CCCS, and CWDC and stays informed on current legislative guidance, state meetings, trainings, and best practices.
  - Leads/participates in WBL and industry-sector meetings, convenings, and advisory councils.
  - Supports process/policy/website development and revision as related to District 49 Choice & Success options.
  - Plans, supports and/or leads informative parent/student meetings; communicates regularly with parents and students.
  - Provides support to the planning and implementation of community partnerships and work-based learning opportunities for students.
  - Ensures compliance with district and state initiatives/statutes.
  - Leads special projects (information nights, career fairs, workshops, work-based learning, etc.)
  - Creates and distributes messaging for families and C&S advisors.
  - Develops positive and constructive relationships with students, parents, teachers, other staff members, and the community.
  - Supervises the process through which building level Choice & Success Advisors engage the community with choice and success options.
  - Performs all other duties as assigned.

**Supervision & Technical Responsibilities:** This position does not directly supervisor or evaluate other staff. However, the Program Manager coordinates hiring, training, and deployment of Choice & Success Advisors.

**Budget Responsibility:** Works in conjunction with AAL Director to design and implement efficient budgetary strategies that best serve the needs of all students.

## QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

### Education & Training:

- Bachelor's degree required; Master's degree preferred.
- Educational leadership and/or career advising experience preferred.

### Experience:

- Experience working with and advising students preferred.

### Knowledge Skills & Abilities:

- Knowledge of public education, career & academic planning, and postsecondary workforce readiness advising strategies (Ex: ICAP framework, Work-based Learning, Colorado Talent Pipeline, Career & Technical Education, Concurrent Enrollment)

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- Ability to create and deliver informative and understandable communications.
  - Innovative, strategic, and creative problem solver.
  - Ability to maintain effective working relationships with supervisors, other administrators, teachers, other staff members, students, and parents.
  - Caring attitude toward students, families, and colleagues.
  - Excellent interpersonal skills.
  - Commitment to collaborative decision making.
  - Effective written and oral communication skills.
  - Ability to effectively direct and supervise a variety of activities and programs.
  - Strong planning, prioritization, and implementation skills.
  - Effective technology skills.

**Certificates, Licenses, & Registrations:**

- Criminal background check required for hire.
- Administrative license preferred.
- Valid Colorado driver's license required for hire.

**OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** Physically able to move quickly throughout all facilities in response to safety issues and student/teacher concerns/needs. Constant use of eyes and hands. Frequent use of verbal communications. Activities involve some bending, lifting, and carrying of objects.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment, and with strategic partners within the community.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.