

HUMAN RESOURCES

WORCESTER PUBLIC SCHOOLS
WORCESTER, MASSACHUSETTS

JOB DESCRIPTION

SUBJECT: PATHWAYS SPECIALIST

REPORTS TO: BUILDING PRINCIPAL

ACCOUNTABILITY OBJECTIVE:

This position is accountable for assuming the responsibility for delivering high quality instructional experience through creativity, resourcefulness and sound judgment consistent with the curriculum frameworks, standards and the rules and regulations of the Worcester Public Schools as well as the school-based coordination of the Innovation Pathways program.

PRINCIPAL RESPONSIBILITIES:

Pathways Program Responsibilities

1. Provide weekly updates on student performance to the Innovation Pathways Assistant Principal
2. Conduct targeted recruitment activities in the school building for Innovation Pathways Program
3. Monitor attendance at after-school technical courses and work with students to eliminate barriers
4. Serve as a liaison between Worcester Technical High School and the high school
5. Reach out to core academic subject teachers to create linkages between pathways and the MassCORE
6. Coordinate and conduct initiatives such as the annual career fair and exploratory field trips and looks to create new initiatives.
7. Coordinate and arrange job interviews, job orientations, transportation, insurance, etc. between the student and the employer for Cooperative Education, and apprenticeships, as well as for related and unrelated employment.
8. Create and maintain a smooth and viable relationship between school, student and employer by:
 - a. Monitoring students,
 - b. Contacting employers frequently by phone or visits,
 - c. Recognizing needs and concerns of employers.

Teaching Responsibilities

9. Provide effective instruction, which includes making learning goals clear to the students, using appropriate instructional and questioning techniques in the area of career and college preparedness
10. Effectively manage the classroom environment
11. Use innovative approaches, and instructional strategies, including the effective use of technologies, to increase student learning and confidence to learn.
12. Promote equity and appreciation of diversity to ensure equitable opportunities for student learning, including, for implementing specific strategies for students with special needs, with 504 plans and/or second language learners.
13. Assure equal educational opportunity to all individuals regardless of race, color, gender, age, marital status, religion, gender identity, natural origin, sexual orientation, homelessness, or disability.
14. Performance of other job-related duties as assigned.

REQUIRED QUALIFICATIONS:

1. MA DESE licensed at the high school level in core content area; SEI endorsement
2. Evidence of good human relations skills.
3. Evidence of educational leadership.

PREFERRED QUALIFICATIONS:

1. Familiarity in working with businesses, consultants, resource personnel, community groups, etc.
2. Ability to speak Spanish, Vietnamese, Albanian, Portuguese, Arabic or an African Language.

SALARY: Appropriate step on teachers' salary schedule

WORK YEAR: Teacher work year

WORK DAY: Work hours would be periods two through eight