

North Boone High School

College and Career Coordinator Position

Reports To: *Principal, North Boone High School*

Purpose: The College and Career Coordinator will work with school staff and partners to provide career-based learning opportunities for all students at North Boone High School. Responsibilities include the promotion, organization, implementation, and evaluation of career-based experiences and other related duties for students in grades 9-12.

Essential Job Functions:

- 1. Develop and maintain structure for work-based learning programs and recruit students to participate.*
- 2. Continue and increase opportunities related to career preparedness opportunities for our students in grades 9-12 with our current partners which include: CEANCI, Rock Valley College, Boone County WorkForce Development, and Growth Dimensions of Boone County.*
- 3. Serve as NBHS CEANCI Contact and complete all responsibilities associated with the program.*
- 4. Communicate Career opportunities to students and their families.*
- 5. Maintain the data for the Illinois college and career readiness standards.*

This will be a position that will be a .4 FTE of a current North Boone High School certified teacher. The teacher will teach 3 periods in their content area and serve as the College and Career Coordinator.