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COLLEGE AND CAREER SUCCESS

Traditional 235 work days

FTE: 1.0

Salary Range: $48,618-$59,054

**Essential Functions and Objectives:**

Supports individuals, teams and/or departments through facilitating and regulating a series of activities and work streams. Carries out specific tasks based on established procedures, to ensure a broader set of priorities and objectives are met. Primary focus on execution of assigned tasks in a specific area of responsibility, with a non-technical scope and a high degree of customer service.

Works regionally in secondary schools to support the Career and College Success (CCS) of students who would benefit from greater 1:1 support in this area through career-focused mentoring. Works directly with school's Pathway Director, Counselors, and College and Technical Education (CTE)/CareerConnect (CC) teachers to recruit students and support the facilitation of the monthly sessions designed to build upon the Individual Career and Academic Plans (ICAP), foster greater career identity and exploration, and determine the best path forward for career and college success and will provide ongoing case management for participating youth. Additionally, collaborates with other community mentor organizations to provide necessary resources/training.
aligned to career and college success and ensure appropriate support of district
students in need.

- Provides administrative support and assists in carrying out specific activities, such as:
distribution of materials, process documentation, conducting training, organizes and
submits reports, coordinates responses, develops procedures, and maintaining records
and files.

- Assesses and troubleshoots, escalates problems and interacts with stakeholders
across the district to resolve problems related to area of responsibility. Exercises
discretion to make exceptions to policy. Documents exceptions for compliance record
keeping and reporting.

- Ensures appropriate key stakeholder involvement in planning, goal-setting, and
implementation to achieve buy-in of work products. Ensures purposeful, positive and
professional interactions and relationships with all stakeholders.

- Identifies process inefficiencies and proposes solutions, identifies opportunities
through external research on trends in resources, programs, and services and internal
research with stakeholders, and supports improvement efforts in order to ensure
smooth execution with appropriate participation and support across the district.

- In collaboration with school staff, recruit and provide case management for mentor
student participants for Coach, in particular those from underrepresented populations in
the school(s), and/or refer to other community-based mentor programs (when
appropriate). Identify adult, professional mentors who will foster students’ career identity
and support their career and college planning through the facilitation of the Coach
Mentoring Curriculum.

- Gather associated family/student resources to foster student
engagement/participation; ensuring Coach curriculum alignment to Career and College
Success (CCS) related opportunities and implementing meaningful career conversations. Create and/or utilize bi-annual reports based on information gathered through district platforms and other on-line event management systems. Advocate for the inclusion of critical CCS information/data and basic career/college mentoring with community partners.

- Coordinate regional Coach cohort logistics (ie. food, expenditures for equipment and supplies, bus scheduling, master calendar scheduling, evaluation materials, permission packets and other pertinent paperwork, mentoring session planning using pre-developed curriculum activities, work site and college visits, business partner and student surveys, track student incentives and work-readiness assessments). Lead and finalize Mentor/mentee matches for Coach cohort(s) and facilitate the large group Coach mentor training and cohort content (activities/curriculum) with student and adult learners. Emphasize the importance of program implementation and Advanced Pathway advisement and ensure integration into student curriculum and mentor training materials.

- Support the recruitment of partner companies and assist with selection and training of mentors. Track student and mentor attendance and data entry in system and other resources, as needed. Advocate for CCS programs within school(s) to teachers, school staff, students, parents, business partners and more by delivering presentations, distributing marketing collateral, and representing CCS in various school & community settings. Serve as a liaison between school-based staff and Coach business partners to ensure program continuity and intended outcomes.

- Support development and implementation of Mentor Collaborative Initiative with community agencies working in our schools by providing aligned CCS resources/training. Provide outreach and engagement assistance at assigned schools.
by case-managing to participating students needing additional career and college success support. Represent CCS in various school & community settings.

- Provide feedback and open communication with CCS Leadership Team and other central staff to ensure continued program effectiveness and improvement. Coordinate with Coach partners and community organizations to ensure continuous improvement of mentoring support.

- Target Coach program recruitment to underrepresented populations to ensure equitable access to CCS opportunities. Eliminate over/undersaturation of community mentor partners by monitoring student participation and improve representation of DPS graduation requirements and student career and college planning.

Knowledge, Experience & Other Qualifications:

- One (1) year of related experience.

- Multi-Functional School Activity Bus Certification within 90 days of hire.

- Knowledge with Google Suite products including Docs, Sheets and Gmail.

- Effective time management and organizational skills.

- Effective communication skills.

- Strong attention to detail.

- Effectively handle multiple demands and competing deadlines.

- The ability to take responsibility for one’s own performance.

- Work collaboratively with others on a team.

- High degree of integrity in handling confidential information.
**Education Requirements:**

- Bachelor's degree in a related area, required.
- Master's degree in a related area, preferred.

**Additional Information:**

- Compensation Structures: [http://thecommons.dpsk12.org/Page/244](http://thecommons.dpsk12.org/Page/244)
- Employee must live and work with a permanent home address in Colorado while working for Denver Public Schools.

**About Denver Public Schools:**

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS comprises nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.
DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.