



Job Title: College and Career Readiness District Manager

Department: Programs

Reports To: This position operates within the structure of Pinellas County Schools and has a direct reporting role to the Pinellas County Schools Director of Strategic Partnerships. Job roles and responsibilities are managed through PCS Director of Strategic Partnerships. The role has an indirect reporting role to the VP of Educational Impact at Pinellas Education Foundation.

Salary Status: Exempt – 11 month position

About us: The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 36 years and regularly achieves national recognition as a leading education foundation in the country. Some of our signature programs include Enterprise Village and Finance Park and Take Stock in Children, which are all initiatives that got their start in Pinellas County Schools and expanded through partnerships to statewide and international impact. Pivotal to our success is our commitment to equity, collaboration, and innovation. It is through the combination of a commitment to our vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success.

Job Description: The College & Career Readiness District Manager is the primary point of contact and first line of district support for the assigned cohort of school-based College & Career Centers. The District Manager assists the school college and career-readiness teams with postsecondary preparation activities and events, including those conducted through the College and Career Center. The District Manager works with district counselors, school college and career readiness coordinators and school counseling teams to ensure each student has a postsecondary plan and the navigational skills to support their plan. This will be an 11 month position. The month off would be the second half of June and the first half of July.

Responsibilities:

- Work closely with school-based and district stakeholders to meet annual college and career readiness objectives
- Prepare and review various reports to ensure the timely and accurate entry of data and identify specific trends among schools, teams and specific initiatives
- Schedule and provide on-site support to school college and career readiness coordinators to meet school and district college and career-readiness goals
- Support school and district staff in the coordination and execution of district-wide college and career-readiness events/activities/experiences in collaboration with district and school calendars, such as FAFSA completion events, parent information nights, college fairs (virtual and in-person), application week, decision day, Elevating Excellence Summer Seminars
- Assist schools in coordinating and scheduling all college and career preparedness school-based events, activities and experiences
- Monitor implementation, engagement and effectiveness of cohort college and career-preparedness events and activities

- Support districtwide communication plans and promotional campaigns for college and career-readiness initiatives, events, activities and experiences
- Directly support Elevating Excellence college-going experiences and summer seminars
- Provide time bound, on-site support to school teams for the design and start-up of their College and Career Centers
- Monitor documentation of all students utilizing the College and Career Centers districtwide and use data to track success and identify trends
- Collaborate with school staff to update, maintain, implement and document protocols and processes for College and Career Center management to ensure site-based protocols allow for seamless center operation that support student outcomes
- Recruit and train School Coordinator, College and Career Readiness and volunteers districtwide
- Design processes and build capacity to efficiently manage the center and meet college and career-readiness goals

Educational/Experience: Working knowledge of higher education and/or public school systems. Bachelor's degree from an accredited college or university. Preferred certified school counselor.

Skills: Detail-oriented; strong organizational skills. Excellent interpersonal and relationship-building skills. Strong communication skills, with an emphasis on listening skills. Excellent problem-solving, decision-making, and program coordination skills. Strong orientation toward detail and organizational abilities. Knowledge of Microsoft Office programs.

Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work Environment: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Disclaimer: The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notices.

Interested applicants may email (lisa.fasting@pinellaseducation.org) cover letter, resume and salary expectations. Please include the words, "College and Career Manager" in the subject line. No phone calls will be accepted