



## Permission to Post

To: Dr. Joel Boyd, Superintendent of Schools  
From: Dr. James P. Hall, Chief Operating Officer  
Date: January 29, 2020  
Re: Career & Innovation Pathways Specialist (grant funded)

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I have enclosed a job description for Career & Innovation Pathways Specialist (grant-funded). The job description was produced by the Chief Academic Officer and routed for review and comment to the leadership of both LSAA and UTL.

The Career and Innovation Pathways Specialist is responsible for working with LHS' Turnaround Plan in supporting, guiding, and assisting Career and Innovation Pathways students. This person will guide and collaborate with school personnel/teams to align and implement the MyCAP program, in accordance with the Massachusetts Department of Elementary and Secondary Education and related career readiness goals of LHS. When possible, the Career and Innovation Pathways Specialist will implement MyCAP lessons with Career and Innovation Pathways students. This person will work with all departments at LHS to further support mission of the School Counseling Department by developing a student-directed, multi-year planning system to personalize student learning with a focus on career development and career readiness post-graduation. This will deepen students' understanding of the correlation between their future goals and their current behaviors and actions. This person will focus on recruitment and retention in the Innovations Pathway program and work with college and career counselors, school counselors, social workers, teachers, and data processing to ensure deliverable goals are met.

**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS  
Career & Innovation Pathways Specialist**

**QUALIFICATIONS:**

- Bachelor's Degree in Education or related field required;
- Experience in coordinating post-graduation student plans;
- Minimum of two (2) years of experience in the field of education, college advising and admission, school counseling, or a related field in a school setting is preferred;
- Demonstrated experience working with a diverse population or community and strong cross-cultural skills;
- Ability to work with youth and deliver services in an individual, small group, and large group setting;
- Strong skills in presentation, designing, planning, implementing, and monitoring projects/programs; excellent oral and written communication skills required;
- Experience with grant management, grant reporting, budgetary development, project management and implementation;
- Ability to use technology for data collection and analysis, scheduling, program monitoring, and communication;
- Availability and flexibility to work on activities such as recruitment, fairs, and etc. as assigned by supervisor.
- Bilingual preferred.

**PERFORMANCE RESPONSIBILITIES:**

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**Specific Responsibilities:**

1. Recruit, admit, and advise students interested in Career and Innovation Pathways;
2. Track student progress and engage in collaborative work to assist students in the Career and Innovation Pathways programs;
3. Help oversee all grant administration and Innovation Pathways deliverables;

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LOWELL, MASSACHUSETTS  
**Career & Innovation Pathways Specialist**

4. Effectively communicate with all constituents involved with Career and Innovation Pathways including students, teachers, counselors, families, and etc.;
5. Collaborate with guidance counselors to identify supports that may be needed (i.e. tutoring, bi-lingual/bi-cultural services, etc.) to help ensure that students are on track to meet graduation requirements;
6. Assist students in selecting courses for next school year;
7. Review post-secondary options and career goals with students;
8. Work collaboratively with guidance counselors and students in Career and Innovation Pathways programs;
9. Work with senior Pathway students on Pathway showcase to promote program to underclassmen;
10. Explore Precision Exam (Career and Technical Education Certification) integration into the Pathways Program for industry/field credentials utilizing Perkins standards with help from teachers;
11. Create and manage internships annually, for 40-50 rising seniors at 100 hrs. each, for second year of Career and Innovation Pathways Programs.
12. Work closely with all participating organizations to develop relationships and secure internship opportunities for LHS students.

**REPORTS TO:** Coordinator of Student Support Services, Lowell High School and the Chief Academic Office

**SALARY RANGE:** \$65,000-75,000 (grant funded)

**WORK YEAR:** Non-Affiliated 12 Month position 260 Days Monday through Friday 8am-4pm.