

# Red Wing Public Schools Position Description

## Flight Path Coordinator

---

### General Information

Department:	Instructional
Unit:	Teachers or Program Supervisors
Immediate Supervisor:	Director of Teaching and Learning
Grade Placement:	
FLSA Status:	Exempt

### Position Summary

The Flight Path Coordinator implements the Flight Path Initiative, oversees work-based learning opportunities, coordinates programming with post-secondary institutions, and establishes, coordinates partnerships with local employers, and promotes work-based learning.

### Essential Duties and Responsibilities

1.	<p>Implements Flight Path initiative.</p> <ul style="list-style-type: none"> <li>a) Shapes Flight Path structure to offer courses and internships focused on career areas.</li> <li>b) Expands Flight Paths into multiple segments of the community.</li> <li>c) Collaborates with guidance counselors and teachers in developing programs.</li> <li>d) Develops processes to gather and store student career plans.</li> </ul>
2.	<p>Coordinates work-based learning opportunities, including the Youth Skills Training program and other internships.</p> <ul style="list-style-type: none"> <li>a) Develops, monitors, and communicates program metrics, results, and milestones.</li> <li>b) Develops goals and objectives for career and technical education programs.</li> <li>c) Recommends policies, procedures, and practices.</li> <li>d) Recruits employers and students.</li> <li>e) Develops expectations and curriculum based on needs identified by local employers.</li> <li>f) Monitors progress of student learners.</li> <li>g) Coordinates student transportation.</li> <li>h) Solicits feedback from students and employers to continually improve program.</li> </ul>
3.	<p>Coordinates programming between the school district and post-secondary institutions.</p> <ul style="list-style-type: none"> <li>a) Represents school district at collaborative meetings involving post-secondary institutions.</li> <li>b) Develops and coordinates programming that generates college credits for high school students, including development of articulation agreements, work-based learning courses, and College-in-the-Schools courses.</li> <li>c) Collaborates with high school teachers and college teachers to ensure that high school and college courses are aligned.</li> <li>d) Coordinates outreach efforts to high school students for programs to support career, college, and life readiness.</li> </ul>

4.	Establishes and coordinates partnerships between the school district and local employers. <ul style="list-style-type: none"> <li>a) Identifies and coordinates opportunities to connect students and teachers with local businesses and organizations.</li> <li>b) Identifies and coordinates ways for students to learn about local job opportunities.</li> <li>c) Identifies and coordinates teacher externships.</li> <li>d) Identifies and coordinates tours of local businesses for students, teachers, and parents.</li> </ul>
6.	Promotes work-based learning. <ul style="list-style-type: none"> <li>a) Assists with development of a communications plan for all work-based learning programs.</li> <li>b) Promotes integrated, hands-on, and experiential learning.</li> <li>c) Develops and delivers presentations to community groups, students, parents, and potential partner organizations.</li> <li>d) Develops and implements strategies to counter biased education and employment stereotypes to reach all student populations.</li> </ul>
6.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

### **Required Education, Training, and Work Experience**

Required Education / Training: 4 years of college

Degree Information: Bachelor's Degree

Major Field of Study or Degree Emphasis: Education and relevant subject area(s)

Required Work Experience: Minimum of 3 years in relevant position  
Experience or connections with local business community

Licenses / Certifications Required: Licensure as a teacher in Minnesota in the applicable subject area(s). Licensure as an administrator in Minnesota preferred

## **Essential Knowledge Required to Perform the Essential Functions of the Position**

- Principles and best practices of work-based learning.
- Fundamentals of public relations theories and techniques in promoting, advertising, and/or informing the public of programs.
- Fundamentals of recordkeeping and bookkeeping.
- Local employers and other community resources.
- Theories, philosophy, and approaches to programming, evaluation, and implementation.
- Administrative policies and procedures.
- Teaching principles, practices, techniques and approaches.
- Instructional technologies and software, equipment, tools and devices used presenting instruction, documenting assessments, student progress or other classroom administrative requirements.

## **Essential Skills Required to Perform the Work**

- Developing, implementing, coordinating, and evaluating work-based learning programs, curriculum, and activities.
- Applying public relations techniques to promote programs and activities.
- Applying judgment when handling issues in accordance with policies and procedures of the program and school district.
- Interacting with students, staff members, supervisors, employers, community partners, and the public.
- Leading group processes and discussions utilizing a variety of instruction aids and technologies.
- Writing reports and other communications.
- Working with students, parents, staff members, other educational professionals, and employers over instructional needs, concerns or problems of the student, employer, and district.
- Addressing student, parent, and employer issues and concerns. Interactions require persuasion, instruction and working with others to gain cooperation and understanding of educational issues/needs.

## Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand			X	
Walk		X		
Sit		X		
Use hands to finger, handle or feel			X	
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical classroom/school setting and in local businesses where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

## Classification History and Approval

Created: 4/1/19