



A World-Class Community of Learners

### JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
C	4	3	

JOB TITLE	CONTRACT REFERENCE
Get Ready Pathways Coordinator	Individual

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
School Principal	January 2019

#### JOB SUMMARY

The Get Ready Pathways Coordinator coordinates Get Ready programming and provides staff development to support the program.

TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	<p><b>Get Ready Services and Interventions:</b></p> <ul style="list-style-type: none"> <li>Attend Get Ready Boot Camp (either summer or early fall) for training.</li> <li>Serve as the leader of Fridley’s Postsecondary Readiness Leadership Team and Network Alliance. Ensure that all required program services are successfully coordinated and implemented in their entirety, as specified by program guidelines and expectations.</li> <li>Ensure that the cohort students and parents receive the required program services, as specified by program guidelines and expectations including but not limited to: curriculum-based student workshops, student and parent advising sessions, financial aid counseling, college visits, career exploration opportunities, parent workshops and family events.</li> <li>Provide grade level appropriate career and college planning opportunities for Get Ready cohort students.</li> <li>Meet with the Get Ready Parent Support Services Team to develop a site-specific parent</li> </ul>	C4

	<p>engagement plan. The plan should include activities and events related to College Knowledge Month, National GEAR UP Week, or financial aid and other college-related topics.</p> <ul style="list-style-type: none"> <li>• Work a flexible 8-hour per day schedule based on the needs of the students, school, and program in consultation with and direction from the appropriate school administrator and Program Supervisor.</li> </ul>		
<p>2.</p>	<p><b>Data Collection:</b></p> <ul style="list-style-type: none"> <li>• Collect and submit completed Get Ready Registration Forms for cohort students by designated deadlines.</li> <li>• Administer all required assessments by program deadlines.</li> <li>• Provide Get Ready Evaluation and Research Manager with required data by applicable deadlines.</li> <li>• Coordinate the collection of student and parent participation data to ensure entry into the program database by the end of each week.</li> <li>• Provide updated rosters and contact information for school staff, students and parents to the Get Ready Evaluation Team by the end of each month.</li> </ul>		<p>B2</p>
<p>3.</p>	<p><b>Working Relationships and Communication:</b></p> <ul style="list-style-type: none"> <li>• Communicate regularly and work collaboratively with Get Ready staff, school staff, and staff of other college access programs operating in the school.</li> <li>• Collaborate with school counselors to share information about student progress, event updates and other program activities.</li> <li>• Provide a monthly report to update school administrators and staff about what is happening with the program, upcoming events, deadlines and other career and/or college-related activities.</li> <li>• Work collaboratively with Get Ready College Corps members, if assigned to this school site.</li> <li>• Meet bi-weekly with the assigned Get Ready</li> </ul>		<p>C4/B2</p>

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**JOB TITLE**

Get Ready Pathways Coordinator

**CONTRACT REFERENCE**Individual Agreement

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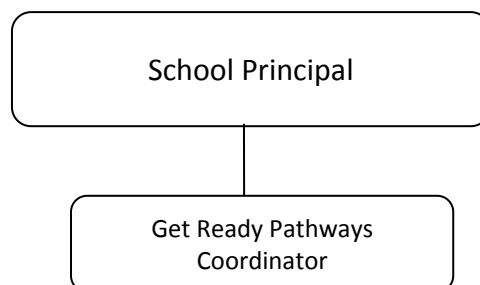
	Supervisor and/or Get Ready Evaluation Team to ensure program objectives for this position are being met and to discuss student and program progress.		
4.	<b>Training and Professional Development:</b> <ul style="list-style-type: none"><li>• Ensure that all required school staff participate in Get Ready professional development to support program implementation.</li><li>• Participate in all required professional development opportunities and stay current on postsecondary requirements, patterns and trends.</li><li>• Attend all required program meetings.</li></ul>		N/B
5.	Other duties as assigned.		N/B

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**QUALIFICATIONS** (Specific training or job experience required before appointment)

- BA Degree in education
- Teaching license
- Self-starter; ability to work independently
- Knowledge of post-secondary opportunities

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**ORGANIZATIONAL RELATIONSHIPS**

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**SYMBOLS**

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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ADVISE/INFORM

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**PHYSICAL FACTORS**

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The physical demands described here 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 the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.