



Job Description

Job Title: Elementary Career Pathways Facilitator

Essential Duties

1. Support the principal in conducting annual Career Pathways training sessions
2. Maintain regular communication with the Career Pathways Supervisor
3. Keep up to date on Career Pathways developments (especially website updates)
4. Promote the use of the Career Pathways website among teachers, parents, students, administrators, and the community
5. Distribute Career Pathways materials (brochures, posters, etc.) as necessary
6. Update the Career Pathways calendar (on Calcuim) each month
7. Send photographs of Career Pathways events to the Career Pathways Supervisor
8. Gather and organize Career Pathways Benchmarks data each quarter and submit to the Career Pathways Supervisor
9. Attend quarterly Career Pathways Facilitator meetings
10. Coordinate all Career Pathways events and activities at the school level
11. Work with the principal and the PTA to organize a Career Pathways function
12. Convene a team to organize the school's Annual Career Fair with parents and/or community friends as presenters
13. Monitor elementary school benchmarks progress, collect and organize data, and submit reports
14. Models nondiscriminatory practices in all activities.

This job description in no way states or implies that these are the only duties to be performed by this employee. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date