



## Associate Director of Pathway Implementation

### ORGANIZATION SUMMARY

Our mission is to prepare Los Angeles students for success in college, career, and life. Working through a network of high-performing, community-based schools and a portfolio of programs that reach students throughout LA County, LA Promise Fund creates vibrant community hubs and partnerships that foster motivated, engaged, and directed students poised for academic, professional, and personal success.

LA Promise Fund is a unique hybrid, operating programs in partnership with Los Angeles Unified School District at two traditional, comprehensive high schools and a middle school, as well as operating two charter schools in South LA. Further amplifying its impact, the LA Promise Fund runs high profile, far-reaching programs and engagement opportunities available to students and teachers across Los Angeles County.

To learn more about LA Promise Fund visit [www.lapromisefund.org](http://www.lapromisefund.org). To learn more SWP website visit: <http://doingwhatmatters.cccco.edu/StrongWorkforce.aspx>.

### POSITION SUMMARY

The recipient of the [SLATE-Z](#) Strong Workforce Pathway Connections grant, a 30 month grant from the California Community Colleges, LA Promise Fund is strengthening the connections between a network of South Los Angeles area high schools, the local Community college, and the business sector to ensure that more local students are exposed to, prepared for and pursue jobs in the fields of Digital Media, Healthcare, Business & Finance, and Construction. The goal is to develop a collaborative regional approach to align K-14 pathways for student success by strengthening career pathways across SLATE-Z, a federally designated Promise Zone and collective impact partnership with the mission to revitalize South LA. LA Promise Fund will partner with 9 local high schools and a community college partner. Specifically, the initiative aims to: 1) increase sequential dual/concurrent enrollment classes offered to area high school students and schools; 2) work with high schools and students to provide a greater number of work based learning experience to students; 3) cultivate seamless transitions to post-secondary options along career pathways so that more students obtain degrees and certificates necessary to obtain jobs in high growth industries.

Reporting to the Director of Pathway Improvement the Associate Director of Arts, Media & Entertainment Pathway hired through this grant will plan and implement Pathway Improvements at SLATE-Z high schools. The Associate Director will act as a pathway expert in their respective field, as the primary liaisons with high school partners and the CTE district/county/state offices, as the conduit working the respective department at LA Trade Tech College, as the lead coordinating work-based learning opportunities in digital media arts that are connected to the school.

## RESPONSIBILITIES AND DUTIES

- Work with K12 Principals, School Leaders, CTE teachers and Community College leadership and instructors to implement the Pathway Improvement plan in SLATE-Z high schools
- Support high schools in developing course and course sequences for CTE and dual/concurrent enrollment offerings
- Align curriculum across K12 institutions and community college partners
- Promote among schools best practice strategies and plans for ongoing communications with parents, students and other teachers to promote awareness and enrollment, develop and update Personal Learning Plans and schedules/assignments/grades, and ensure student success
- Work with teachers/instructors and education institutions to ensure systems and supports are in place that foster students' successful progression through the courses (recruitment, enrollment, and performance)
- Work with participating institutions to anticipate student supports to ensure individual student and overall partnership success
- Troubleshoot areas of challenge that emerge between the college and high school or at either respective site
- Develop a strong understanding of the curriculum, pathways, credits, and over time foster conversations/processes to incorporate changes that respond to industry requirements/needs
- Ensure educational institutions maintain student files (cumulative files, online student and family information, attendance, grades) all in accordance with FERPA guidelines on student privacy
- Support schools in the ordering and implementation of instructional supplies and equipment for their assigned CTE program
- Work with K-14 partners to analyze data using a variety of available systems to evaluate programming and for continuous program improvement
- Support professional development for teachers and community college faculty to ensure alignment and enhance student supports and success
- Work with K12, community college and business partners to coordinate relevant field trips for students
- Coordinate/attend and ensure each participating school recruits and chaperones their students on field trips and other community activities implemented for students and families
- Cultivate industry relationships with organizations and leaders within their pathways to increase opportunities for work-based learning via internships and jobs
- Work with Director to devise and implement strategies for creating and maintaining a "network of school community" among participating schools and the college
- Participate in student recruiting sessions and other marketing efforts
- Work on an ongoing basis with a point of contact on each campus to ensure all goals are being met
- Other duties as assigned.

## CANDIDATE REQUIREMENTS

### *Education*

- BA/BS or Masters in Education or related field
- California CTE Credential/Admin Credential or the ability to earn California State certification

### *Experience*

- At least three years of teaching experience in Arts, Media, Entertainment, Business & Finance, Building & Construction, Health, Science and Medical Technology or other related fields as part of a CTE program
- Ability to assist in the coordination of a system-wide CTE program

### *Knowledge, Skills, and Abilities*

- Knowledge of the policies, organization and California CTE requirements
- Strong management, interpersonal and communication skills and the ability to work effectively with a wide range of stakeholders in a diverse community
- Ability to work with and understand the needs of public and public charter school teachers
- Proficient with Microsoft Office and Google Suite applications for administrative tasks
- Knowledge of the policies, organization and California CTE requirements
- Strong management, interpersonal and communication skills and the ability to work effectively with a wide range of stakeholders in a diverse community
- Ability to work with and understand the needs of public and public charter school teachers
- Proficient with Microsoft Office and Google Suite applications for administrative tasks
- Demonstrated project management expertise
- A strong collaborator, good listener and strategist; comfortable receiving input from many sources, and able to analyze and formulate disparate information into a sound, well-organized plan
- A flexible and adaptive individual willing to learn new systems and approaches as technology and platforms change
- Entrepreneurial - a hard worker with a high energy level who excels in an unstructured environment; and,
- Commitment to LA Promise Fund mission

### *Requirements*

- LiveScan background check results
- TB test results

## COMPENSATION

Salary commensurate with qualifications, experience and education. Excellent, full benefits package.

## HOW TO APPLY

E-mail your cover letter and resume to [careers@lapromisefund.org](mailto:careers@lapromisefund.org).