



## Job Description

**Job Title:** Middle School 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. Serve as the Point of Contact for the school's business partnership
12. Communicate with the Career Pathways Supervisor about business partnership
13. Provide guidance and support for building students' Career Pathways portfolios
14. Help each 6th grade team secure a Career Pathways speaker and a career field trip with a student reflection component
15. Help 7<sup>th</sup> graders host a **student-generated Career Fair**
16. Help 7<sup>th</sup> graders explore the Career Café
17. Monitor middle school benchmarks progress, collect and organize data, and submit reports
18. 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.**

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Employee Name (Print)

Signature

Date