

Sample CCR-Related Job Description Language

Compiled by Education Strategy Group

With job descriptions from Elgin ISD (TX), D.C. Public Schools (DC), Solano County Office of Education (CA), Milwaukee Public Schools (WI), Springfield R-12 Public Schools (MO), and Platte County School District (MO)

The following is a sample of language used in CCR-related job descriptions referencing [Data Analysis and Use](#), [Partnerships and Community Engagement](#), and [Alignment to Strategic Plan](#).

Data Analysis and Use

- “Ability to interpret data” (Elgin ISD)
- “Use and help others to use district, school and student data appropriately in interpreting, reporting and acting on results.” (Elgin ISD)
- “Evaluate the career and technology program effectiveness based on evaluative findings (including student achievement data) and recommend changes as needed.” (Elgin ISD)
- “Ensure that student progress is evaluated and that findings are used to make career and technology program more effective.” (Elgin ISD)
- “Compiles data from a wide variety of sources (e.g. local employers, community partners, staff, RWL networks, public agencies, district testing programs, etc.) for the purpose of analyzing issues, ensuring compliance within organization policies and procedures; monitoring program components; and/or complying with financial, legal and administrative requirements.” (Platte County)
- “Evaluates the implementation of curriculum for the purpose of assessing effectiveness.” (Platte County)
- “Compiles data from a wide variety of sources analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.” (Springfield R-12)
- “Prepares reports and data for district and state accountability measures and progress of projects related to College and Career Readiness.” (Springfield R-12)
- “Regularly utilizes postsecondary and career data to create goals and drive student programming.” (DCPS)

Partnership & Community Engagement

- “Develop partnerships with non-district personnel and institutions on higher learning to augment the resources available to students through the school counseling program including, but not limited to dual credit opportunities, institutions of higher education, college/career fairs and financial aid events.” (Elgin ISD)
- “Establish and maintain relationships with college admissions offices, recruiters from two and four-year college, trade schools, military and alternative programs.” (Elgin ISD)
- “Respond to parent inquiries regarding the College and Career Readiness program.” (Elgin ISD)
- “Use appropriate and effective techniques to encourage community and parent involvement.” (Elgin ISD)
- “Collaborates with internal and external personnel (e.g. local employers and community partners, RWL Networks, administrators, staff, Academic Senate, school counselors, etc.) for the purpose of ensuring accountability, implementing and/or maintaining services and programs.” (Platte County)
- “Works as a liaison with the California Department of Education, Department of Labor, college and career organizations, and post-secondary institutions. Supports local education agencies (LEAs) in their work

related to building and sustaining high quality college and career readiness pathways and youth development opportunities.” (Solano County)

- “Facilitates communication and coordinates with partners (e.g. districts, business and industry, community/state agencies, and colleges) to develop college and career programs, pathways, expanded CCR and youth development opportunities.” (Solano County)
- “Develops and puts measures in place to sustain partnerships with business, industry, and post-secondary institutions for the purpose of CTE pathway implementation and sustainability.” (Solano County)
- “Develops dual enrollment opportunities and articulations between LEAs and the community college.” (Solano County)
- “Collaborates with local, state and national organizations providing support for college and career readiness, representing the interests of MPS as the leading local provider of equitable pre-K12 education.” (Milwaukee)
- “Stewards relationships with local and national Top Tier Universities with high DCPS graduation rates.” (DCPS)

Alignment to Strategic Plan

- “Align leadership behaviors and EISD College & Career systems and processes to the district’s Vision, Mission, Beliefs, and Goals.” (Elgin ISD)
- “Ensures clear communication of the district’s vision and strategies for increasing college and career readiness for all students.” (Milwaukee)
- “Develops a strategic plan for the College & Career approach for the high school.” (DCPS)

Job Description References:

- [Director of College, Career, Military Readiness, CTE, and PTECH](#), Elgin Independent School District, TX
- [College and Career Readiness Coordinator](#), D.C. Public Schools, Washington, DC.
- [Director of College & Career Readiness and Youth Development](#), Solano County Office of Education, CA
- [Director of College and Career Readiness](#), Milwaukee Public Schools, WI
- [Director of College and Career Readiness](#), Springfield R-12 Public Schools, MO
- [Director of College and Career Readiness](#), Platte County School District, MO