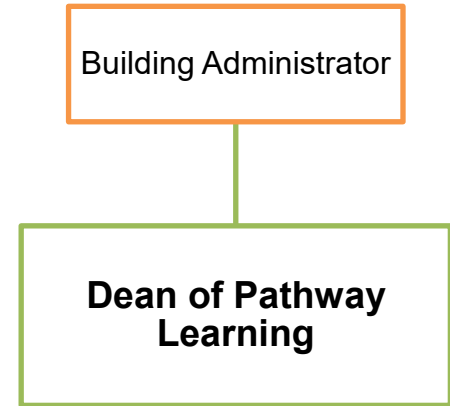


## DEAN OF PATHWAY LEARNING

<b>Job Title:</b>	Dean of Pathway Learning
<b>Initial:</b>	July 10, 2017
<b>Revised:</b>	June 3, 2024
<b>Work Year:</b>	Teacher calendar plus additional days up to 197 as determined by the administration
<b>Office:</b>	Education
<b>Department:</b>	Assigned School
<b>Reports To:</b>	Building Administrator
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Licensed Salary Schedule +5%

### Related Organization Chart



**POSITION SUMMARY:** As the leader of pathways, the Dean of Pathway Learning is first and foremost responsible for increasing student pathway and Individual Career & Academic Plan (ICAP) completion. The Dean is also involved in developing and implementing the master schedule, demonstration of mastery for graduation, and internships/capstone projects.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Provide comprehensive pathway options and information to students and parents, beginning when they are in middle school.
- Ensures all students achieve pathway completion, to include high school graduation.
- Assist in ICAP completion
- Supports with master schedule development.
- Encourage students to engage in Concurrent Enrollment, AP courses, and other course options as appropriate for their pathway ; support counseling team in assigning student schedules.
- Guide finalization for demonstrations of mastery for graduation.
- Promote community involvement with internships.
- Organize and oversee capstone projects.
- Collaborates with departments to develop exploratory classes.
- Coordinate professional development for ICAP, internships, capstone projects, testing, digital portfolios, and exploratory classes.
- Serves as assessment coordinator; supports the campus with standardized assessments required for high

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- school graduation, demonstration of mastery, and college/career entry
- Supports with all student truancy matters in order to increase student success and graduation rates
- Organizes assessment data to support MSL/O's (Measures of Student Learning and Outcomes).
- Performs other work-related duties as assigned.

**Supervision & Technical Responsibilities:** This position does not directly supervise other employees.

**Budget Responsibility:** This position does not include any budget responsibility.

## QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position.

### Education & Training:

- Minimum of a Bachelor's degree

### Experience:

- At least three years of classroom teaching experience with demonstrated effectiveness in subject matter, use of standards-based curriculum, instruction and assessment
- Successful experience working with diverse career interests

### Knowledge Skills & Abilities:

- Knowledge of Individual Career & Academic Plan (ICAP)
- Ability to think critically
- Ability to develop and facilitate high quality professional development for multiple audiences in a variety of formats
- Advanced oral and written communication, public relations, instruction, curriculum, conflict resolution, multitasking, problem solving, facilitation, management, decision making, computer and organizational skills
- Ability to work with students with various backgrounds and abilities. Skill in working with students and staff with diverse needs at various levels
- Operating knowledge of and experience with personal computers, word processing software, web based applications and basic office equipment

### Certificates, Licenses, & Registrations:

- Colorado Teaching Licensure or Principal Licensure
- Criminal background check required for hire

## OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that employee must meet to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, or feel. The employee must occasionally lift and/or move up to 50 pounds. There are no special vision abilities required for this job.

**Work Environment:** The noise level in the work environment is usually moderate. While performing the duties of this job, the employee will work primarily in a usual office or school environment. This job may be performed remotely in the event that students are unable to be physically present in school due to school or district decision,

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external mandates or orders, or other school closure. Remote work is not otherwise considered a reasonable accommodation.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate. Occasionally required to copy and compile.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*