School City of Hammond
41 Williams Street, Hammond, IN 46320
Tele: 219-933-2400

JOB OPPORTUNITY

Job Title:	Career Pathway Specialist	**Job Category:**	Teacher
Department/Group:	Teacher	**Position Status:**	Full time
Location:	Area Career Center	**Salary Schedule:**	Teacher Compensation Model
Reports to:	Principal of the Area Career Center	**Contracted days:**	205 Day Contract (20 days Extended Contract)
Additional Training Required:	Yes	**Travel required:**	No
Effective:	2021-2022 School Year		
Application Deadline:	Until Filled		

Applications Accepted By:

New applicants must complete an application online:

Go to the School City of Hammond website: www.hammond.k12.in.us

Click on "Employment Opportunities"
Click on the Application link and select the following job preference:

- Career Pathway Specialist – ACC – 2021-2022

Job Description

General Description of Position:

The Career Pathway Specialist will be a part of the Area Career Center leadership team and will be involved in carrying out the assigned duties.

Specific Responsibilities:

- Work cooperatively with all personnel within CTE District 2 (10 high schools/8 school corporations) responsible for student success, primarily counselors.
- Lead and implement all student recruitment activities at the 10 CTE District schools.
- Collect and distribute Individual Educational Plans to ACC teachers.
- Assist with implementation of business, industry, labor, and post-secondary speakers in each program.
- Assist with implementation of business, industry, labor, and post-secondary class tours for each program.
- Coordinate student leadership activities for the school including chairing the student advisory council.
- Coordinate student tours of the facility by area for 10th and 8th grade students.
- Collect & disseminate information on educational, employment, and apprenticeship opportunities to students.
- Develop and implement a student interest effort in order to identify new program areas for development and implementation at the ACC.
- Work cooperatively with area schools in providing information on programming for student opportunities to attend the ACC.
- Provide specialized activities to meet state objectives for non-traditional student opportunities, including the ACC Non-Traditional conference.
- Provide a counseling relationship that assists students with their self-esteem process, guiding them to develop decision-making competencies regarding career choices.
- Assist in implementing building wide initiative to recognize student achievement.
- Produce reports as needed by the CTE Director.
- Assist with the planning and implementation of the ACC Open House program.
- Assist with the production of the ACC Student Award Ceremony.

School City of Hammond
41 Williams Street, Hammond, IN 46320
Tele: 219-933-2400

JOB OPPORTUNITY

- Assist with the building implementation of the Work Ethic Certification program.
- Develop and update social media page.
- Serve as an active member of the ACC CTE Leadership team.
- Assist with the planning and recruitment for the ACC Summer Camp.
- Establish professional and personal objectives and achieve them to the extent possible.
- Perform other job-related tasks delegated by the CTE Director.

Qualifications and Education Requirements:

- Bachelors' Degree
- Technologically fluent
- Outcome driven

- **Physical Requirements:**
  Candidates should be physically capable of successfully performing the essential functions of the position.

It is the policy of the School City of Hammond not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Last Updated By:	Human Resources	Date/Time:	5/12/2021