Position Title: Cub Enterprises Coordinator
Reports to: CTE Director
FLSA: Exempt

Summary of the position: The Cub Enterprises Coordinator works to improve the district’s College and Career Readiness programs, oversees the continued development of the programs within the overall Cub Enterprises umbrella, and acts as the liaison between the District and other stakeholders and government officials in all of these matters. The Cub Enterprises Coordinator continues the development of a comprehensive selection of school-based academies and programs, business and community internships, and work experiences that bring community partners and the district together to achieve this goal.

Qualifications: Bachelor’s Degree in Education or related field preferred; and, three (3) to five (5) years experience in educational administration, business/nonprofit operations, career services, and/or project management. In addition, three (3) to five (5) years of experience as a teacher, counselor, or school administrator is preferred.

Supervises: N/A

Essential Duties and Responsibilities:

- Supports, and develops programs that further develop the academic programs within the scope of the Cub Enterprises program. IE (Cub Engineering, Cub Manufacturing, Cub Diesel, Cub Culinary).
- Supports the development and implementation of a structured Pre K-12 college and career readiness/awareness program, including but not limited to: career pathways, college and career readiness programming and measures, and dual credit opportunities.
- Monitors, assesses, and reports student achievement and education data with employment/job market trends.
- Serves as a liaison to higher education partners, as well as community and business partners in order to foster internship and community partnership opportunities.
- Serves as the liaison between the district and local, state, and federal agencies.
- Provides a consistent emphasis on and support for post-secondary and career exploration and preparation through both formal and information school-based student events and activities.
- Establishes and maintains student-centered learning opportunities and professional development through collaborating with faculty to determine tutoring,
learning assistance, workshops, seminars, interventions, and/or academic coaching needs.

- Actively seeks and procures multiple funding resources and grants to support College and Career Readiness.
- Other duties as assigned.

**Required Knowledge, Skills, and Abilities**

- Working knowledge of curriculum, instruction, and assessment.
- Ability to produce, analyze, interpret, and summarize data.
- Ability to interpret policy and procedures.
- Ability to evaluate instructional programs and practices and develop short- and long-term plans.
- Working knowledge of college and career readiness and preparation.
- Strong written and verbal communication/presentation skills.
- Ability to establish and maintain effective working relationships with faculty, staff, students, and the public.
- Ability to communicate effectively, both orally and in writing.
- Ability to align budgetary, human, and material resources with program goals and reporting requirements.

**SPECIAL CONSIDERATIONS/PHYSICAL DEMANDS:** Duties are performed in office, school, and community settings. Execution of responsibilities may require work beyond the standard workday and workweek.

Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the district.

Position Description Written by: Dr. Katie Jenner, Senior Director of Learning and Title Programs. Revised by Dr. Jeffery T. Studebaker, Superintendent. Revised by Janet McCreary and Shannon Allman.

Date Completed: 1/11/2017

Revision Dates: 3/8/2021; 2/1/2023; 2/7/2023

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