

Director of K-12 Partnerships Position Description

Who are we?

[CareerWise Colorado](#) creates life-changing opportunities for the youngest generation of America's workforce by building an industry-led, student-centered modern youth apprenticeship system. Modern youth apprenticeship melds classroom and on-the-job learning into flexible, alternative pathways to economic mobility. Today, there are hundreds of CareerWise apprentices in the workplace, charting new paths to academic and career success. In addition, workforce and education leaders from across the country have visited CareerWise to learn about our youth apprenticeship model. As a result, CareerWise programs have launched in multiple states, leveraging CareerWise's technology, infrastructure and institutional knowledge.

About the role and team:

- The Director of K-12 Partnerships reports to the Sr. Director of Partnership Development and is primarily responsible for cultivating, evaluating and selecting education partners who can deliver results in order to expand CareerWise youth apprenticeships across the state. This role will own K-12 partnership strategy design and execution, including demonstration of impact. A primary function of this role is to cultivate effective methods of data collection and analysis to drive and share back meaningful learning from strategy execution.
- The role is based in Denver. Until January 2022, staff may work remotely or in the office. Starting in 2022, our team will be onsite a minimum of two days per week.

Key responsibilities include (but may not be limited to):

- Effectively navigate K-12 systems to ensure successful recruitment efforts and program delivery.
- Maintain familiarity with district and school level systems and cultures within their geographic locations and specific opportunities and challenges.
- Manage current K-12 partnerships by providing the team with strategies to implement technical and staff support to partners in the areas of schedule, transportation, career counseling resources/approaches, staffing and resource shifts, liaison roles, student recruitment, family engagement, graduation requirements, etc.
- Meet with on a regular basis and monitor and evaluate K-12 partnerships and apply creative solutions to student, school or district needs by site.
- Cultivate expansion of existing K-12 partnerships to drive greater recruitment success.
- Identify and evaluate readiness of prospective K-12 partners.
- Stay updated on relevant state level education policies, work, changes that affect our recruitment or other relevant discussions and make recommendations to address.
- Communicate clearly and effectively and with grace for all stakeholders and staff
- Model passion for the CareerWise mission and understanding of the complexities the CareerWise model and key learnings
- Regularly report on progress toward recruiting goals, with increased frequency in times of high activity volume
- Regularly report on data analysis projects as well as key learnings to team and CWC and provide recommendations for course correction/improvement
- Develop a plan, priorities and opportunities for the team to advance professionally in their own roles and as experts in student WBL across the state and beyond.
- Serve as the primary project manager for K-12 initiatives - planning and driving projects to completion, and developing effective meeting agendas for both internal and external meetings

May perform other duties as assigned.

What will you bring to this role?

- Experience contributing to the design of systems and the frameworks, tools, resources and processes that is required to begin implementing and testing system design
- Experience working in the K-12 system
- Familiarity with district and school level systems
- Experience implementing innovative programs inside an existing system
- Proven excellence in partnership development and management
- Demonstrated ability to both facilitate and participate in conversations with a variety of different audiences (educators, policymakers, business executives, technicians, trainers, students, etc.)
- Excellent written and verbal communication skills, including track record in creating and delivering compelling presentation and discussion materials
- Strong ability to prioritize activities and manage teams in self-directed manner against tight deadlines
- Collaboration and communication skills that contribute to an inspiring, performance-oriented culture
- Positivity, solution-orientation
- Data orientation and strong aptitude for capturing, synthesizing, and analyzing most pertinent information
- Diverse lived experiences and ability to honor and appreciate those of others
- Demonstrated appetite to engage in the work of anti-racism rooted in strong personal qualities of self-awareness, empathy, and inclusiveness. Can apply this lens to creating solutions for student recruitment and program implementation challenges.
- Demonstrated passion for the CareerWise mission

Compensation & Benefits: Salary range for the role is \$69 -90K. Title and salary will be commensurate with skill level and applicable experience. We offer a generous benefits package including group medical, dental, and vision plans, short-term disability, 100% vested 401k Plan with a 3% employer contribution, and Flexible Time Off to name a few!

Sound interesting?

Send resume, cover letter, salary requirements, and LinkedIn profile to:

Diedra Espinoza at diedra.espinoza@careerwisecolorado.org. We look forward to hearing from you!

Subject line: Director of K-12 Partnerships Application - (First name, Last name)

We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply. If you need assistance or an accommodation due to a disability, you may contact us at careers@careerwisecolorado.org. CareerWise is an Equal Opportunity Employer.