

STEM School Highlands Ranch Opening

Position: Career Discovery Coordinator

Start Date: Immediately

Salary range: \$43,000- \$55,000, 195 days

At STEM School Highlands Ranch we put innovation in the center of learning to unleash the potential of all students and prepare them for an exponentially changing world. We are a K-12 free Charter School in the Douglas County School District located in Highlands Ranch, Colo. Don't just read about our school; [See what we do every day!](#)

We believe:

1. Creating an environment of respect and success in an exponentially changing world.
2. Nurturing unlimited human potential.
3. Leveraging the power of collaboration through continuous inquiry and experimentation.
4. Optimizing resources and operations.
5. Impacting the world ethically and positively.
6. Relentlessly reinvent and adapt.

What we expect:

At STEM School Highlands Ranch, we expect teachers to be agile learners who design thoughtful curriculum that ensures unlimited student engagement.

What you can expect:

A community of committed professionals who engage in constant collaboration and innovation in order to nurture unlimited teacher and student potential.

Directions:

To apply for this position, please [click here to complete the STEM School Highlands Ranch Employment Form](#). Please follow all instructions in the form in order to complete the process correctly. IMPORTANT: Please make sure to rename your files per the examples given in that section of the form. If you have questions about the form, please email careers@stemk12.org.

Position Description:

The Career Discovery Coordinator would be responsible for building the Career Discovery Program at STEM School Highlands Ranch. This includes working with our P-Tech Programming, I-Lop Programming, Mentorship Programming (K-12) and Concurrent Enrollment. Additionally, the Career Discovery Coordinator would help to communicate with parents, students and the community about the various career pathways available to students.

Position Requirements:

P-Tech

- Build the program by promoting it with our students and parents
- Work with ACC to develop the pathways
- Work with the high school counseling team to develop pathways for students.
- Research which programs students want and will work for STEM
- Managing the internships and connections with industry partners
- Develop a system for feedback and reporting so that the program remains in compliance with the state.

Innovative -Learning Opportunity Pilot Program (ILOP)

- Work on the internship process and ILOP program with the students who are interested in ILOP.
- Work with the high school counseling team to identify students interested in ILOP
- Building and promoting the program with interested students
- Collaborate with the ILOP coaches.
- Develop a system of feedback and evaluation for the students and employers

Concurrent Enrollment

- Manage compliance for programming and promote it with our students and parents.
- Manage grant funding
- Work with HS Counselors to promote post secondary pathways for students

Qualifications Required:

- Bachelor's degree
- College Career Counseling experience preferred
- Detail oriented
- Marketing experience preferred
- DCSD registrar training will be required if hired