



Pre-Apprentice Specialist Job Posting

Are you interested in making a difference in the lives of students? Are you a self-starter, ready to use your skills in case management and critical thinking in new ways? Are you passionate about connecting students to careers? As a PAI Pre-Apprenticeship Specialist these will be key roles you will play in the expansion of our ECE Pre-Apprenticeship Program.

Who We Are: Philadelphia Academies, Inc. (PAI) is a 51-year-old non-profit whose mission is to design and implement industry informed, career-connected learning strategies and school supports that position young people for success in post-secondary education and the workforce. By partnering with schools on one hand and Industry and Post-Secondary Institutions on the other, PAI supports students and teachers as we envision a world where all young people have the skills, resources, and networks to reach their full potential.

Position: Pre-Apprentice Specialist (Full-Time)

The Pre-Apprentice Specialist will work together with PAI Staff, Parkway West High School, and Early Childhood Education (ECE) industry partners to support and expand the ECE Registered Pre-Apprenticeship Program at Parkway West High School, which works with Pre-Apprentices in 12th grade and one year post graduation in order to establish a pipeline to a Registered ECE Apprenticeship Program through District 1199C Training and Upgrading Fund. The Pre-Apprenticeship Specialist will team with PAI Staff to support the daily operations of the ECE Pathway and Pre-Apprenticeship Program, including coordinating: work-based learning and industry partner support, Dual Enrollment Pathways, case management of Pre-Apprentices, employment placement, faculty exchanges and teacher supports, and capacity building with the Parkway West team. This role will have a particular focus on cohorts of up to 30 program participants as they navigate through their 2nd year (first year post-graduation) of program participation, as well as follow-up after program completion. The Pre-Apprentice Specialist will report to the Director Programs and Partnerships.

The ideal candidate will have experience working in an urban high school setting as well as partnering with industry and/or apprentice/pre-apprentice programs and be: a creative and critical thinker; experienced in case management; detail-oriented; self-motivated; able to adapt to unexpected situations or challenges; and a team-player. Above all, they will be passionate about working with high school students, teachers and industry partners to facilitate student success.

Duties and Responsibilities:

- Build and maintain excellent working relationships with the Administration and teachers at Parkway West High School, supporting teachers with professional development, WBL experiences, and other resources as requested.
- Assess student needs and provide appropriate resources (via case management, WBL, internship support, etc.) to support successful transitions into District 1199C's ECE

Apprenticeship Program.

- Secure approved internship sites for Pre-Apprentices, partnering with ECE Centers and Industry Partners to ensure positive relationships with multiple stakeholders.
- Support Pre-Apprentices with all paperwork, clearances, and documentation needed for internship and work placement opportunities, both school-year and summer.
- Maintain detailed case management records, including tracking items such as metrics, participation, internship and classroom hours, long-term career goals, etc. for each Pre-Apprentice.
- Support and facilitate Dual Enrollment for Pre-Apprentices, establishing ongoing relationships between post-secondary institutions and Parkway West High School.
- Support faculty exchanges to increase capacity and expertise of Parkway West ECE Teachers.
- Build and maintain excellent relationships with partners in District 1199C's ECE Apprenticeship Program to ensure open communication and collaboration around the transition from Pre-Apprenticeship to Apprenticeship program.
- Other duties as assigned.

Qualifications and Required Skills:

- Bachelor's Degree in a related field, required.
- At least 3 years' experience working in a school setting, particularly an urban public high school or equivalent.
- At least 3 years of effective case management experience with young people.
- Experience working with an Apprentice/Pre-Apprenticeship program, with a thorough understanding of the goals, challenges, and opportunities associated with such programs.
- Demonstrated experience working with industry partners to form partnerships and secure work/internship opportunities for young people.
- Experience with using and tracking data metrics to ensure program impact and meet grant/program goals.
- Ability to take initiative, exercise independent decision making, and think critically to meet goals and solve problems.
- Excellent written and oral communication skills.
- Demonstrated ability to set and meet deadlines.
- Positive attitude toward work, and a flexibility when assigned tasks outside the specific job description.

Please submit a cover letter with salary requirements, a resume and three professional references to Cheryl Lafferty, Chief of Staff: CLafferty@academiesinc.org

NOTE: Applicants MUST submit a cover letter with salary requirements to be considered.

Please, NO phone calls and NO walk-ins.