



## **Middle School Career Connected Learning Specialist Job Posting**

Are you interested in making a difference in the lives of students? Are you passionate about engaging students in career connected learning at the middle school level? As a PAI Middle School Career Connected Learning Specialist these will be key roles you will play as we partner with schools to support student success!

**Who We Are:** Philadelphia Academies, Inc. is a 52-year-old non-profit whose mission is to alleviate poverty by creating opportunities for underserved students to thrive. By partnering with schools on one hand and Industry and Post-Secondary Institutions on the other, we accomplish our mission by providing career-connected educational programming for middle- and high-school students, capacity building for teachers and school leaders, and industry organizing – all in support of student success.

### **Position: Middle School Career Connected Learning Specialist (Full-Time)**

The Middle School Career Connected Learning (CCL) Specialist is responsible for supporting a range of college and career readiness programming for partner schools. Working directly with students and teachers in K-8 schools, the CCL Specialist will design and implement high school transition activities and college and career workshops for in-school programming. The Specialist will support project-based and work-based learning (PBL/WBL), and will work with business partners and outside agencies to support activities. Additionally, this person will work closely with PAI's Middle School Data & Leadership Coach, provide assistance with Network-wide Community of Practice meetings for school leaders and work with middle school teaching teams to support professional development and grant deliverables at partner schools. The Middle School CCL Specialist reports to the Manager of Middle School Programs.

***Effective October 29, 2021 Philadelphia Academies, Inc. requires all employees to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccination as a condition of employment.***

**The ideal candidate** for this position will have experience working in public schools and be: creative; a confident public speaker; detail-oriented; self-motivated and action-oriented; able to plan and facilitate multiple projects simultaneously; able to adapt to unexpected situations or challenges; have strong written and interpersonal communications skills; and a team-player whose passion and skills motivate others and supports the teachers and youth we serve.

### **Duties and Responsibilities Include:**

- Identify, plan and implement high school preparation and transition activities including high school tours, alumni panels, and support students with the high school application process.
- Identify, plan and implement college and career events and activities at partner schools, including career days, college tours, PAI's Speech Competition, college and career panels, and interview skills workshops.



- Plan and deliver workshops on preparing for high school and beyond based on Pennsylvania's Career Ready Skills Toolkit.
- Plan and execute professional development sessions to build teachers' capacity to independently deliver college and career themed activities and projects
- Identify and plan extensions to in-school PBLs, including WBL opportunities, postsecondary education connections, and educational field trips.
- Manage individual schools' project budgets and coordinate with finance on purchasing equipment and securing buses.
- Support relationships between school teams and community/industry partners to ensure all stakeholders have a quality experience
- Document and track school progress toward their goals to be included in reports for funders.
- Assist Middle School Data & Leadership Coach with Network-wide Community of Practice meetings for school leaders, as well as a Summer Summit and Winter Retreat for the full Middle School Network teams.
- Participation in all PAI signature events and fundraisers.
- Other duties as assigned

**Additional Qualifications and Required Skills:**

- Bachelor's Degree in a related field, required
- Experience working in public middle/elementary schools and with teachers/administrators strongly preferred
- Passion for racial equity and commitment to applying an equity lens to all that you do
- Experience in leading Professional Development sessions recommended
- Demonstrated ability for public speaking, as well as leading small/large group presentations
- Ability to successfully manage multiple projects and priorities with high level of organization
- Strong interpersonal communication and relationship building skills
- Ability to analyze and respond to problems, and communicate potential solutions in an approachable way
- Able to work well both independently and in a team, with strong collaboration skills

**Salary Range:** \$50-55,000 with full benefits package including but not limited to Health, Life Insurance, Paid Time Off and 401K

**Please submit a cover letter with salary requirements, a resume and three professional references to Cheryl Lafferty, Senior Program Director: [clafferty@academiesinc.org](mailto:clafferty@academiesinc.org)**

NOTE: Applicants MUST submit a cover letter with salary requirements to be considered.  
Please, NO phone calls and NO walk-ins