
POSITION DESCRIPTION

JOB TITLE: PATHWAYS COORDINATOR

DEPARTMENT: CAREER AND TECHNICAL EDUCATION

SALARY RANGE: COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT, GRADE 6

IMMEDIATE SUPERVISOR: Associate Vice President of Career and Technical Education (AVP of CTE)

SCHEDULE DETAILS: FULL-TIME/12-MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

DATE OF LATEST REVIEW/REVISIONS: June 2025

Position Summary

The Pathways Coordinator plays a key role in aligning and enhancing career-connected learning across secondary, postsecondary, apprenticeship, and non-credit training programs. This position focuses on building bridges between educational pathways by coordinating curriculum alignment, apprenticeship tracking, employer-informed program design, and credit articulation. While the outcomes ultimately benefit learners, the role is primarily focused on programmatic and systems-level coordination, not individual student advising.

The Pathways Coordinator supports Crowder College's Career and Technical Education (CTE) programs by managing articulation efforts, tracking outcomes, coordinating industry feedback, and ensuring program alignment across delivery modes and credentials.

Essential Job Duties

Pathway Alignment and Curriculum Integration

- Collaborate with faculty and CTE leadership to identify and formalize non-credit to credit and secondary-to-postsecondary articulation opportunities.
- Assist in reviewing employer-based learning or experiential learning for alignment with credit-bearing CTE programs.
- Support faculty in developing high-level curriculum tools such as Scope and Sequence documents to promote instructional consistency and credit portability.
- Work with internal instructional design staff to promote alignment across delivery platforms and credential levels.

Apprenticeship and Data Coordination

- Support apprenticeship tracking and compliance by maintaining records in the RAPIDS database and preparing data for state, federal, and employer partners.
- Provide data and reporting support to CTE leadership, external grantors, and regulatory entities related to apprenticeships and other career pathway initiatives.
- Monitor progress of apprenticeship participants and support pathway documentation.

Program Reporting and Grant Support

- Lead the 180-day follow-up process to assess workforce placement and outcome tracking for CTE program completers.
- Assist with grant-related data reporting, documentation, and narrative development.
- Compile internal reports to support decision-making related to pathway performance, curriculum development, and credit articulation efforts.

Stakeholder Collaboration

- Coordinate with internal stakeholders (faculty, advisors, program directors) to improve alignment and awareness of pathway opportunities.
- Support Business and Industry Leadership Team (BILT) operations by preparing agendas, collecting employer feedback, and assisting with meeting facilitation.
- Represent the CTE division in pathway-related meetings, presentations, and public events as needed.

Perform other duties as assigned by the AVP of CTE.

Required Knowledge, Skills & Abilities

- Bachelor's degree in a related field required.
- Strong ability to manage multiple projects, analyze data, and support systems-level planning.
- Effective written and verbal communication skills; ability to present to internal and external audiences.
- Self-starter capable of working independently while collaborating across departments.
- Ability to handle confidential material judiciously
- Familiarity with Microsoft 365 tools (Teams, Excel, SharePoint).
- Valid driver's license and access to transportation for regional travel.

Preferred Knowledge, Skills & Abilities

- Two years of experience in education, CTE, Workforce, or pathway coordination.
- Experience with curriculum development, articulation, or instructional design.
- Knowledge of apprenticeship systems or career-connected learning models.
- Experience in data collection, analysis, and reporting for grants or program evaluation.

Positions Supervised

- N/A

Working Environment

- Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
- Travel to other office sites may be required as well as an occasional overnight trip.
- A neat appearance and appropriate business-like apparel are required.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical

- Sedentary work involving sitting part of the time, will involve mobility within the office, campus external locations, and various sites.
- Input and access information using computers.
- Accessing, lifting and/or moving IT equipment as needed.
- While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to concentrate on assigned tasks and maintain close attention to detail.

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.
- Ability to analyze data to identify discrepancies and develop insights on potential solutions.
- Ability to evaluate learner data to identify relevant learning outcomes related to post-secondary credit.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including employees, students and the general public in both written and oral mediums.
- Ability to read and understand correspondence, technical reports/manuals, and similar publications.

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