

Career Pathway Support Network (CPSN)-West Coordinator



Edison State Community College invites qualified candidates to apply for the full-time position of Career Pathway Support Network (CPSN)-West Coordinator. The Career Pathway Support Network (CPSN)-West Region is seeking an innovative, collaborative, and community-minded professional to serve as the Career Pathway Support Network (CPSN) Coordinator. This position offers an exciting opportunity to help shape the future of career-technical education in the West Region of Ohio by building strong partnerships among schools, colleges, and employers. The ideal candidate will be passionate about student success, workforce alignment, and creating meaningful educational pathways that connect learning to opportunity.

The Career Pathway Support Network (CPSN) — formerly the Tech Prep Regional Grant — is a state-funded initiative designed to strengthen partnerships among Career Technical Planning Districts (CTPDs), Local Education Agencies (LEA), postsecondary institutions, and regional employers. Jointly administered by the Ohio Department of Education and Workforce (ODEW) and the Ohio Department of Higher Education (ODHE), the CPSN works to ensure alignment between education and workforce needs throughout the West Region of Ohio.

With the expansion from the former Tech Prep work, CPSN now focuses on partnerships with schools to increase access to CTE in middle grades, provide high-quality career advising and counseling, and support effective career-connected learning aligned to regional workforce opportunities through collaborative regional efforts.

Sinclair Community College serves as the fiscal agent for the CPSN West Region, which includes Clark, Darke, Greene, Mercer, Miami, Montgomery, Preble, Shelby parts of Auglaize, Champaign, and Logan counties.

The Edison State CPSN Coordinator will be based at Edison State Community College and will focus on supporting initiatives in Darke, Miami, Mercer, Preble, Shelby and parts of Auglaize counties.

Position Purpose:

The CPSN Coordinator plays a key role in connecting education and workforce partners to build strong, seamless career pathways for students. The position supports area career centers, middle schools, high schools, adult technical centers, and colleges in aligning curriculum and expanding opportunities for students to transition successfully into postsecondary education and employment.

To be considered, candidates should include cover letter, resume, and list of education/work experience, including job titles in chronological order when completing their online application.

Edison State Community College is an EOE/AA Employer.

**This position is fully funded by the Career Pathway Support Network (CPSN) Grant, including salary, benefits, and related expenses. Continued employment is contingent upon annual grant funding and performance in meeting established deliverables.*

Responsibilities

Functional Responsibilities:

- Build and strengthen partnerships among secondary and postsecondary education, business, and industry.
- Develop and maintain career pathways and Programs of Study aligned to regional workforce needs.
- Assist with articulation agreements, Career-Technical Credit Transfer (CTAG) processes, College Credit Plus (CCP) pathways, and CTE-26 program applications.
- Participate in college transition activities and provide outreach and technical support to students and educators.

- Collaborate with Deans, Assistant Deans, and faculty to ensure course alignment and smooth credit transfer.
- Collect and report data related to pathways, articulation agreements, and CTAGs to the CPSN Regional Center.
- Support career-technical students transitioning to college by helping them understand credit options and opportunities.
- Work with Edison State Community College to gather and submit grant-related data.
- Provide technical assistance to Educational Service Centers (ESCs) and Business Advisory Councils (BACs) as needed.
- Actively pursue partnerships that bridge education and workforce through work-based learning and related initiatives.
- Collaborate with other CPSN Coordinators and the Regional Lead to achieve all grant deliverables.
- Maintain current documentation and ensure CPSN resources and website materials remain up to date.
- Participate in regional and state-level meetings, professional development, and training as required.
- Perform additional duties assigned to support the goals and outcomes of the CPSN.

Required Knowledge, Skills, and Personal Qualifications:

Minimum Qualifications:

- Bachelor's degree from an accredited college or university.
- Demonstrated expertise in organizational communication and/or new media.
- Proficiency in Microsoft Office and related computer applications.
- Valid driver's license and reliable transportation for travel throughout the region.

Preferred Qualifications:

- Master's degree in education, workforce development, or a related field.
- Established relationships with leaders in Darke, Miami, Mercer, Preble, Shelby and parts of Auglaize counties.

Desired Competencies:

- Understanding of ODEW and ODHE systems and processes.
- Ability to work effectively with individuals from diverse academic, socio-economic, and cultural backgrounds.
- Excellent communication, presentation, and interpersonal skills.
- Strong organizational skills and attention to detail.
- Demonstrated adaptability and ability to manage multiple priorities.
- Collaborative, self-motivated team player with a strong customer-service mindset.
- Commitment to continuous quality improvement and student success.
- Competence in using technology and data tools to support educational initiatives.

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