

Job Description

JD TEA 503
Updated: September 2009

Position Title: **School-To-Work Coordinator**

Qualifications:

- Certified licensed teacher or administrator with a background and experience in basic skills application to the world of work, career exploration, planning and decision making, employability skills and attitude, knowledge of business operations and economics and community work experience opportunities.
- Demonstrate strong interpersonal skills.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.
- Ability to lead and manage others effectively.

Immediate Supervisor: Building Principal

Specific Responsibilities:

- Teach "School to Work" Class (11-12 grade)
- Arrange and facilitate job shadows.
- Direct and coordinate supervised work experience program.
- Supervise student portfolio development for school-to-work students.
- Attend appropriate inservice and conferences on school-to-work.
- Facilitate career resource speakers for students and staff.
- Assess needs (include the following: student needs and interests, labor market information, local economic development and job creation.
- Maintain a mission statement.
- Maintain an up-to-date set of goals and objectives.
- Work with staff to ensure that the school-to-work program is fully integrated into other educational programs such as: high school graduation standards, K-12 curriculums, regular instruction, children-at-risk, gifted/talented, staff development, and guidance.
- Provide information and support to staff involved in the program.
- Coordinate the school to work program with other public schools; cooperative educational service agencies; vocational, technical and adult education systems; universities; and local, county, and state job training programs.
- Provide timelines to be used in implementing the education for employment plan with an annual report provided to the building principals, district administrator, and Board of Education.
- Coordinate and/or conduct K-12 school-supervised work experiences.

Evaluation: Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the 7-12 Principal.