

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: School-To-Work Coordinator

QUALIFICATIONS:

1. Four year degree in education or related field
2. Possesses skills and has experience in working with K-12 curriculum and business interest
3. Advance education preferred
4. Good communication skills are required

REPORTS TO: Curriculum Director

JOB GOAL: The goal of the district school-to-work coordinator position is to provide students, staff and parents with both general and individualized career education and awareness information in order to assist students in making important career decisions.

PERFORMANCE RESPONSIBILITIES:

1. Provide individualized job shadowing opportunities for students in grades 10-12.
2. Provide classroom assistance to teachers as requested, regarding career education.
3. Coordinate the Business Partners Program, which links classrooms to businesses. Continue
4. Work directly with students to arrange individualized student internships and monitor this prog
5. Work in cooperation with the Guidance Department to provide a variety of career interest testing for students.
6. Provide career awareness activities and resources to elementary classrooms.
7. Work cooperatively with Junior Achievement, particularly in hosting the 8th grade Groundh
8. Provide training and support to teachers (7-12) in the Analyze and Apply Curriculum.
9. Assist with and provide training for Work Keys assessments. Assist in holding post-test meetings
10. Establish and meet regularly with a School-To-Work Advisory Committee comprised of students, teachers, business partners, parents and administrators.
11. Plan budget and review funding sources for the School-To-Work Program.
12. Participate in ongoing professional development. Meet regularly with AEA-STW group, JA and regional STW groups in an effort to network with nearby districts. Attend annual Careers Conference in Madison, Wisconsin.

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13. Continue to develop and promote a Career Center for high school students, staff and parents. Provide resources and assistance with career research and awareness activities and specific one-on-one activities such as resume preparation.
14. Continue to work closely with related groups and projects like the Contextual Learning Group, Student Built Home Project, Culinary Arts ICN Program and Elementary Teacher Helper Program.
15. Continue to develop and expand summer teacher internship program for faculty members.
16. Communications! Work with various media sources to communicate regularly with and about Business Partners, staff, students, parents, School Board members and school or community groups.
17. Provide oversight to Perkins Grant by attending related meeting, monitor budget and provide appropriate services to Perkins identified students.
18. Attend high school department chair meeting to monitor student and teacher career information needs.

TERMS OF EMPLOYMENT: Twelve month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

(This job description contains only measurable performance responsibilities).

4/8/03