



POSITION VACANCY

DATE POSTED:	March 27, 2024
POSITION:	Workforce Development Coordinator
REPORTS TO:	Assistant Superintendent
STARTING DATE:	August 1, 2024
SALARY RANGE:	\$51,000-59,000 (per salary schedule based on experience)
WORK YEAR:	217 days (included 7 paid holidays)
QUALIFICATIONS:	Knowledge/experience with the District's business partners, their methods of operations, and their employment requirements is preferred. Ability to match the skills, aptitudes, abilities, and interests of students to appropriate job/training opportunities. Knowledge of job search and retention skills, employee/employer expectations, job-seeking methods, etc. Ability to successfully promote a positive image of self, students, and career-technical programs to employers, community leaders, personnel directors, and the general public. Possess a valid Ohio's driver license, pass BCII and FBI criminal background checks, and be willing to submit and pass a drug screen.
RESPONSIBILITIES:	Provide services to High School and Adult Education students that will assist them with their transition from their program of study to related employment. Provide services to program instructors connecting employers to students. Build and maintain collaborative working relationships with employers to meet workforce demand in our area.
APPLICATION DEADLINE:	April 11, 2024
APPLY TO:	Stephanie VanDusen, Executive Secretary

**MID-EAST CAREER AND TECHNOLOGY CENTERS
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