

CUMBERLAND REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

SCHOOL-TO-CAREERS COORDINATOR

JOB GOAL

In cooperation with the CTE supervisor, coordinate internships, and build community, business, education and workforce development partnerships which provide students with the opportunity for personal, educational, and financial growth.

QUALIFICATIONS

- 1. Master’s Degree in school counseling.
- 2. New Jersey School Counselor Certification.
- 3. Experience in management of programs that deal with external job placement preferred.
- 4. Valid driver's license.
- 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

- 1. Monitor implementation and documentation of School-To-Work activities aligned with CTE programs.
- 2. Collaborate in developing a strategic plan to create and manage “School-to-Work” partnerships with businesses/corporations and higher education communities.
- 3. Manage and coordinate the activities and programs offered through the School-to-Work initiative.
- 4. Develop workflow and or major-specific enrichment activities and programs in support of the various School-to-Work initiatives through partnerships with the education and business communities.
- 5. Develop part-time internship/employment sites to place students in work experience situations providing work-based learning and exposure to all aspects of the industry.
- 6. Facilitate a seamless transition from high school to the world of work for students by developing students’ work-based competencies, knowledge of all aspects of an industry and skills to obtain desired positions.
- 7. Assist school personnel with data collection and analysis, and support services to effective specialized tracking, advisement, course sequencing and early alert systems or program unique to each School-to-Work site or alternative education program.
- 8. Offer students job coaching when needed.
- 9. Adheres to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations.
- 10. Perform such other tasks within the scope of certification as may be required by administration.

ESSENTIAL SKILLS/ABILITIES

- 1. Leadership, organization, instructional and management skills.
- 2. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels.
- 3. Excellent leadership and organizational skills and the ability to motivate.
- 4. Knowledge and understanding of program planning and evaluation, effective instructional strategies, and classroom management.
- 5. Attention to detail with a focus on thoroughness and quality.

- 6. High integrity and ethical standards.
- 7. Knowledge of computer and software programs.
- 8. Prolonged periods sitting at a desk and working on a computer.
- 9. Ability to traverse school facility and grounds.

REPORTS TO

District Supervisor-CTE programs.

TERMS OF EMPLOYMENT

Not to exceed grant approved number of hours per grant period.

EVALUATION

Performance of the job will be evaluated by the Chief Academic Officer or their designee.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **November 20, 2024**