

Position Description

School-to-Career Facilitator

General Definition of Work

Performs intermediate skilled administrative support work coordinating Youth Apprenticeship, job shadowing, and other work-based learning experiences by maintaining employer partnerships, assisting with placing students, conducting required on-site evaluations, and assisting with maintaining compliance with Wisconsin DPI and DWD requirements. Works with students, families, employers, and staff to manage documentation and reporting under the supervision of the CTE Coordinator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Coordinates Youth Apprenticeship placements in alignment with Wisconsin DPI and DWD requirements.
- Schedules and assists in conducting required on-site employer meetings, including processing training agreements and evaluations for employers with a previously established partnership
- Coordinates job shadowing and other approved work-based learning experiences.
- Maintains relationships with local employers and community partners.
- Matches students with employer placements aligned to career interests.
- Serves as liaison between students, families, employers, counselors, and school staff.
- Maintains accurate records and documentation required for grant compliance and reporting.
- Supports monitoring of Youth Apprenticeship compliance requirements.
- Assists in communicating program expectations and timelines to students and employers.
- Supports expansion of work-based learning aligned with district career pathways.
- Maintains confidentiality of student and employer information.
- Travels to established partnership employer locations to conduct required meetings.
- Participates in professional development related to Youth Apprenticeship and work-based learning.
- Performs related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of Youth Apprenticeship and work-based learning programs preferred.
- Strong organizational and time management skills.
- Effective written and verbal communication skills.
- Ability to build relationships with students, families, employers, and staff.
- Ability to maintain accurate records and meet deadlines.
- Ability to work independently and collaboratively.
- Proficiency with Google Workspace and data tracking systems.
- Valid Wisconsin driver's license required.

Education and Experience

Associates/Technical degree along with a minimum of one year experience in education, business, workforce development, human resources, or a related field. Experience working with high school students, work-based learning programs, Career and Technical Education, or employer partnerships is preferred. An equivalent combination of education and experience will be considered.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking, speaking or hearing and reaching with hands and arms and occasionally requires lifting; no special vision is required; no special vocal communication skills are required; no special hearing perception is required; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities.

Environmental Conditions

This work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).