

Chittenden Central Supervisory Union
Job Description

JOB TITLE:	Career Development Coordinator(Cooperative Education Coordinator)
FLSA STATUS:	Exempt
UPDATED:	May 17, 2005

POSITION OBJECTIVES: To plan and administer Cooperative and Student Apprenticeship placements. To help students clarify occupational interests and values. To encourage students to develop work and personal habits for success. To aid student transition from high school to the workplace.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Plan program objectives and activities and develop the Cooperative Education program budget.
- Prepare program documentation, including Training Agreements and Training Plans. Develop and implement an effective system to maintain accurate, complete, and confidential student placement records
- Evaluate all aspects of the Cooperative Education program. Develop and implement any program changes as needed.
- Communicate program policies and procedures to students, parents, school faculty, and administration.
- Recruit and interview potential participants.
- Provide students with occupational information(including that regarding non-traditional jobs) and counsel students about career planning. Provide support and counseling to students on the job and to employers at the employment site. Evaluate on-the-job placements.
- Counsel students with behavioral, educational, or socio-economic problems as they relate to program involvement. Conduct parent conferences, when necessary.
- Develop and implement an instructional program to deliver specific job seeking and work maturity skills to students as needed. Coordinate instruction delivered by others.
- Enlist the participation of employers and orient them to Cooperative Education policies and procedures and inform them of state and federal laws regarding the Fair Labor Standard Act and Child Labor Laws.
- Develop training agreements and training plans among school, student, parent, and employers. Evaluate and establish suitable training stations.
- Create and implement a system to coordinate and track classroom and work experience schedules and work site visits.

SUPERVISION RECEIVED:

General supervision is received from the Director and/or the Assistant Director.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

Education and Experience. Bachelor's degree plus two years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are were acquired.

Certifications and Licenses. Valid Vermont Professional Educator's License with a Cooperative Career and Technical Education Endorsement(Level II Preferred), plus meet all the basic competencies and qualifications under section 5440-60 of the *Regulations Governing the Licensing of Educators and the Preparation of Educational Professionals*. Valid Vermont Driver's License.

Language Skills. Ability to read, analyze, and interpret common educational and technical journals, periodicals, procedures, and regulations. Ability to respond to common inquiries or complaints from parents, regulatory agencies, or members of the community. Ability to write reports, business correspondence, and procedure manuals that conform to school/district standards or regulations. Ability to effectively present information to and respond to questions from administrators, students, peers and the general public.

Mathematical/Reasoning Skills. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills and Experience. Proficient skills in the computer applications used as part of the program.

Communication & Interpersonal Skills. Ability to effectively, efficiently and regularly communicate and work cooperatively with a variety of individuals, including students, peers, subordinates, supervisors, parents, and representatives of outside organizations. Ability to effectively resolve conflicts and handle stress.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

Under most circumstances, while performing the duties of this job, the employee is frequently required to stand, walk, and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; balance; stoop, kneel, crawl or crouch; and taste or smell. Employee is regularly required to handle stressful situations and resolve conflicts. Appropriate vision and hearing required to fulfill the duties of the job description.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and driving conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.