

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Business Partnerships Coordinator
DEPARTMENT: High School
REPORTS TO: Principal
REVISION DATE: 3/22/2005

REQUIREMENTS: Cooperative Education Certification necessary, Guidance Certification encouraged, Act 34/151 Clearances

TALENTS: This position requires the employee to take risks while working independently, a desire to be of service to others, and impose structure into their work day. In addition, the employee must set goals and use them to guide their daily functioning, come up with new and creative ideas, build extensive networks of acquaintances to accomplish their work and successfully build teams.

Job Statement: The Coordinator-Placement will encourage student participation in ECTS Programs and to provide support services to assure success in their chosen vocation. The Coordinator-Placement will also support Co-op and maintain communication with both students and local industry.

PERFORMANCE RESPONSIBILITIES:

1. Develop and implement the opportunity for work-based experiences for all students.
2. Arrange student meetings with representatives from postsecondary education, the military, and business and industry.
3. Evaluate work-based training sites for compliance with State and Federal guidelines.
4. Evaluate the performance of the work-based experiences through customer satisfaction surveys.
5. Determine students' interests, capabilities, and eligibility for work-based experiences.
6. Coordinate transition activities as students begin work-based experiences.
7. Insure that training plans and other documentation are properly maintained.
8. Perform periodic visits to work-based sites to monitor student progress.
9. Monitor students' academic progress while involved in work experience.
10. Maintain communication with business and industry to insure appropriate student training and placement.
11. Coordinate instruction related to placement.
12. Provide counseling and placement recommendations for recent graduates.
13. Provide an orientation about placement program.
14. Distribute and track scholarship opportunities for students.
15. Assist in the development of articulation agreements with post-secondary institutions.
16. Conduct follow-up activities with program participants.
17. The functions of this position shall included but are not limited the functions enumerated.

Terms of Employment: 200 days (15 of which will be used before, after or during the school year, as determined by the Principal)

I have reviewed the above job description and analysis and understand the requirements of the position _____
(Initials).

Employee
Created 3/98

Date