

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: BUSINESS PARTNERSHIPS and COOPERATIVE EDUCATION COORDINATOR
DEPARTMENT: High School
REPORTS TO: Principal
REVISION/REVIEW DATE: 10/2020

REQUIREMENTS: Bachelor's Degree Required, Cooperative Education Certification Required, Guidance Certification preferred, must have or be willing to get Act 34/151/114 Clearances.

TALENTS: This position requires the employee to possess a self-imposed drive that is internal, a desire to be of service to others, and a need to assume personal accountability for their work. 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 Business Partnership Coordinator will work with local business and industry providing expertise and support to the school and students. The Cooperative Education Coordinator will encourage student participation in work experience programs and to provide support services to assure success in their chosen vocation. The Business Partnerships Coordinator and Cooperative Education Coordinator will also support Capstone school to work programs and will maintain communication with both students and local industry.

PERFORMANCE RESPONSIBILITIES:

Business Partnership Coordinator:

1. Develop and implement the opportunity for work-based experiences for all students.
2. Evaluate work-based training sites for compliance with State and Federal guidelines.
3. Maintain communication with business and industry to insure appropriate student training and placement.
4. Provide and placement for recent graduates.
5. Manage the OAC database.
6. Plan and conduct regular meetings with business and industry.

Cooperative Education Coordinator:

1. Determine students' interests, capabilities, and eligibility for work-based experiences.
2. Coordinate transition activities as students begin work-based experiences.
3. Ensure that training plans and other documentation are properly maintained.
4. Perform periodic visits to work-based sites to monitor student progress; and monitor academic progress while involved in work experience.
5. Coordinate instruction related to placement. (Co-op seminar, resumes, interviewing, job search)
6. Provide an orientation about placement program.
7. Distribute and track scholarship opportunities for students.
8. Responsible for graduate follow-up
9. Complete employer and student satisfaction surveys relative to services provided.
10. Other duties as assigned.

Bargaining Unit Classification: Professional Employee Teacher Contract

Terms of Employment: 200 days

(15 of which will be paid additionally at a per diem rate, before, after or during the school year, as determined by the Director)

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

Employee

Date

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