

Bridgeton Public Schools
Job Description
Revised

POSITION: **School-to-Careers Coordinator**

QUALIFICATIONS:

1. Bachelor's Degree from an accredited college or university.
2. New Jersey Teacher Certification
3. Experience in management of programs that deal with student retention and external job placement preferred.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: **Supervisor of Secondary Guidance Programs**

JOB GOAL: **To successfully implement a comprehensive School-to-Career Program encompassing internships, and building community, business, education and workforce development partnerships which provide students with the opportunity for personal, ethical, and financial growth.**

PERFORMANCE RESPONSIBILITIES:

1. Monitor implementation and documentation of activities and programs prescribed by the School-to-Work plan and Perkins Grant.
2. Chair the School-to-Work Planning Committee in developing a strategic plan to create and manage "School-to-Work" partnerships with the business/corporate and higher education communities.
3. Manage and coordinate the activities and programs offered through the School-to-Work initiative and alternate education programs to guarantee greater student access and opportunity, and avoid duplication of services and effort.
4. Work with school personnel to assess and document student participation in district-wide School-to-Work and career development activities.
5. Develop discipline 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.
6. Develop part-time employment sites to place students in work experience situations providing work based learning and exposure to all aspects of the industry.
7. In conjunction with employers, develop and implement a work plan mentoring program for students and evaluate student progress through observation and consultation with work-based mentors.
8. 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.

9. Assist school personnel with data collection and analysis, and support services to effective specialized tracking, advisement, course sequencing and early alert systems or programs unique to each School-to-Work site or alternative education program.
10. Verify health and safety of student employment sites through inspection and follow-up.
11. Assess the level of equitable access to all programs offered through School-to-Work, and develop remediation plans as needed to address equity issues identified.
12. Work with the Assistant Superintendent for development and implementation of School-to-Work curriculum based on requirements of NJCCCS, RPSS and Perkins Grant.
13. Serve as liaison between Bridgeton Public Schools, the local chamber of commerce and other agencies that have an interest in improving the local work force.
14. **Supervise, monitor, and document student internships.**
15. **Assist with program development involving business and education partners.**
16. **Develop and recruit employment and educational opportunities for students.**
17. **Implement, monitor, and coordinate School Counts, Tech Prep, and other activities as needed with Cumberland County College.**
18. **Provide information, assistance, and guidance to students regarding post secondary and career planning and opportunities.**
19. **Organize and carry out a school-wide Career Fair.**
20. **Maintain accurate and detailed paperwork and complete all required reports in a timely fashion.**
21. **Flexibility to work outside of building and contractual hours when approved by Supervisor.**
22. **Supervise and monitor job coaching activities.**
23. **Provide opportunities for students to explore post-secondary opportunities through individual and group events and presentations.**
24. **Supervise and monitor job coaching activities.**
25. **Perform other duties and responsibilities as directed by immediate supervisor.**

TERM OF EMPLOYMENT:

10 Months. Salary to be determined by the Board of Education.

EVALUATION:

Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.

JAD/et
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