

## William S. Hart Union High School District

## Position Description

Position: Career Development Coordinator	
Job Family: Student Support Services	FLSA: Non-Exempt
Approved by: Personnel Commission, February 9, 2011 <b>Revised:</b> October 8, 2014	Salary Range: 390

### **Summary**

Under the direction of the Career Technical Education Administrator, manages, coordinates and executes a comprehensive career and employer relations program and is responsible for the development of business partnerships. Provides district-wide leadership and coordination in support of career, technical and emerging occupational education programs and services.

### **Distinguishing Career Features**

The Career Development Coordinator serves a vital role in connecting students to local businesses and industry through a formal alumni mentor program, job shadowing activities, and internship opportunities that are tied to curriculum. The Career Development Coordinator tracks program results, communicates findings to the district and makes curriculum and programming recommendations to ensure that the district is preparing students to meet the challenges of the rapidly changing world of work. Advancement to this position requires demonstration of competency in conducting research and analysis, effective networking skills and coordination of innovative career preparation activities and opportunities for students.

### **Essential Duties and Responsibilities**

- Chairs the district's career advisory board to establish target goals, meeting dates and procedure related to advisory board activities.
- Researches business and engages executives in order to gain an understanding of their company, hiring predictions, the industry, and general job market conditions and trends.
- Identifies, recruits and networks with business, industry and other community partners. Develops and enhances business partnerships that both support the goals of the career advisory board and provide relevant job shadow and internship opportunities.
- Conducts site visits in order to develop, expand, and maintain employer relationships that promote the district's Regional Occupational Program (ROP), Career Technical Education (CTE), and career programs.
- Creates and maintains a database of local business contacts and district alumni for marketing purposes.
- Engages employers and alumni in career activities including, but not limited to, traditional career fair participation.
- Tracks alumni for the purpose of statistical record keeping and engagement in career activities.

- Facilitates project-based learning opportunities between external organizations and ROP/CTE courses.
- Oversees the administration of the Perkin's Grant.
- Directs the preparation and management of the budgets for assigned areas of responsibilities.
- Assists in grant writing.
- Serves as a member of varied associations, chambers of commerce, and other community or industry related groups. Attends related meetings and conferences at the local, state and national levels as appropriate and feasible.
- Collaborates with District Public Relations Officer in creating marketing materials for applicable career programs.
- Develops, coordinates, monitors, and implements area goals and objectives for career development programs.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

- Emerging technologies and labor market trends.
- Strong human relations skill to network, enhance business partnerships and collaborate with diverse individuals and groups.
- Existing and emerging local, state, and national resources pertaining to workforce preparation.
- Grant procurement and strategic planning.
- Marketing practices.
- Use a broad array of technology for project and assessment development.
- Personal computer based software programs that support this level of work, including but not limited to advanced skills in word processing, spreadsheet, databases and presentation.
- Facilitate work group activities and professional development.
- Math skills to understand budgeting and statistical information.
- Effective oral communication to conduct meetings and make presentations.
- Well developed knowledge of and skill at using English grammar, spelling, and punctuation for professional correspondence, reports and publications.

### **Abilities**

- Work independently while establishing and maintaining appropriate project deadlines.
- Communicate effectively orally and in written form.
- Research, analyze and interpret data to establish goals and track progress.
- Establish, communicate, coordinate and oversee program goals.
- Plan, organize and prioritize work in order to meet schedules and timelines.
- Work collaboratively with district staff to coordinate innovative career preparation activities and opportunities.
- Establish and manage department priorities, processes and procedures.

- Travel to various locations and work flexible hours.

**Physical Abilities**

- Function indoors in an office environment engaged in work of primarily a sedentary nature.
- Ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, and to move about various school district, community or related locations.
- Near visual acuity to read printed materials and computer screen.
- Auditory ability to carry on conversations in person and over the phone.
- Retrieve work materials from overhead, waist, and ground level files.
- Manual and finger dexterity to write, keyboard, operate computer and operate other standardized office equipment.

**Education and Experience**

Bachelor's degree in business administration, business management, marketing or related field and three years experience working with career and employer relations programs. Additional experience may substitute for higher education on the basis of two years of experience for one year of college.

**Licenses and Certificates**

Valid California driver's license.

**Working Conditions**

Work is primarily performed indoors where minimal safety considerations exist.