

MONONA GROVE SCHOOL DISTRICT

Board Policy 531.9

**School-to-Career Coordinator
Job Description**

Qualifications: The local School-to-Career (STC) representative coordinates the total program activity for career and technical education in grades seven through twelve. The coordinator is a spokesperson, expert and general advocate for educational opportunities related to career development. The STC coordinator provides the district administrator and building principals with information and counsel in the development of career and technical education programs. They act as a catalyst for improvement and change.

Reports To: High School Building Principal and Superintendent

Job Goal: The responsibilities of the STC Coordinator on assessment, planning, implementation and evaluation, reflects the dynamic nature of career and technical education. These four administrative tasks are interrelated and cyclical in nature. At no time are the activities “completed.” Often the tasks are conducted concurrently.

Performance Responsibilities:

Work-Based Education:

1. Development, management and coordination of the School-to-Career programs for the Monona Grove School District.
2. Development, management and coordination of the work-based learning programs including: Youth Apprenticeships, State Certified Co-ops, (Marketing) and Health, Culinary Skills, Business and Technical Education Internships.
3. Provide program information for students, parents, and employers about the work based learning programs and lend in the promotion of these programs.
4. Coordinate the employer recognition activities.
5. Identify and define local job opportunities and the role of the schools in meeting those opportunities.
6. Recruit businesses for involvement in the School-to-Work Programs.
7. Monitor student academic and on-the-job progress for students in the Apprenticeship Program.
8. Attend Occupational Advisory Committee meetings for each program in the Youth Apprenticeship Domain.
9. Schedule and coordinate School-to-Career meetings.
10. Develop School-to-Career staff development activities.
11. Complete the necessary paperwork for the work based learning programs (application, interviews, placement of students, attendance, evaluations and training agreements,)

Career Development:

1. Encourage and facilitate career development and exploration programs and activities with high school guidance counselors.
2. Provide information and data for school counselors in regard to new and emerging careers.
3. Assist guidance counselors with occupational information for students under their counsel.
4. Plan and arrange for an annual ACT preparatory class to be held on the campus of Monona Grove High School.
5. Provide information to students and staff on career education and area post secondary programs.
6. Review, select and recommend career education resources for the career center, guidance staff and teachers.

School-Based Education:

1. Provide leadership for developing, improving and expanding career and technical education programs and services for all students. These programs include but are not limited to Business, Marketing, Family and Consumer Education, Medical Occupations and Technology Education.
2. Direct 7-12 career and technical education program and curriculum development, articulation and evaluation.
3. Assist school district administrators and vocational staff members in coordinating vocational education programs with DPI curriculum goals and state standards.
4. Serve as a liaison with the Department of Public Instruction and the Dane County School-to-Career Office on matters relating to vocational program improvement.
5. Prepare and submit program applications for local program improvement and supervise projects. Receive input from 7-12 staff and administrative team on this process.
6. Assist teachers in the integration of career education into the curriculum by providing suggestions, information, and community resources for classroom instruction.
7. Provide teachers opportunities and guidance in the development of articulation agreements between Monona Grove High School and Madison Area Technical College.
8. Accept assignment as the District Coordinator for the Education for Employment Standard (m) and produce all documents and activities to suffice this standard.
9. Encourage curriculum integration between career and technical education and other curricular areas.
10. Maintain a central file for resources, assessment data, program organization and all pertinent rules and regulations effecting school-to-work initiatives.
11. Seeks out and develops grants to solicit funds to support School-to-Career Activities.
12. Stays current in the field through professional reading, seminars, workshops and conventions.
13. Coordinate the development of short and long-range plans for the local district and the district vocational plan with the State Vocational Plan.
14. Perform the liaison responsibilities for Monona Grove communication with Madison Area Technical College.

Connections for School and Community Partnerships:

1. Attend local and state vocational education meeting and grant meetings to stay current in vocational education and secure additional opportunities for local district.
2. Analyze employment trends and provide staff with data for program planning.

3. Provide assistance to staff members in developing and utilizing advisory committees, building partnerships with business and industry and obtaining professional development opportunities.
4. Plan and coordinate vocational opportunities with outside agencies.
5. Promote vocational education via school board meetings, staff meetings, and news releases and communications with students and community members.
6. Coordinate the school business partnership activities like employer recruitment, volunteer recruitment, job shadows, guest speakers, etc.
7. Encourages gender equity and give leadership to attaining gender equity in vocational programs.
8. Provide district eligibility for federal and state vocational assistance through the preparation and submission of data and information.
9. Direct student follow-up surveys and analyze data. (Student follow-up report from DPI, MATC and VEERS)
10. Write and coordinate grant activities with the consortium schools of Waunakee, DeForest, Middleton, Sun Prairie, Mt. Horeb and Monona Grove.
11. Coordinate local grant budgets and complete the necessary reimbursement paperwork.
12. Write and coordinate the vocational staff on the application for CPA 10% grants and direct the administration of funds.

This job description has been prepared to assist in evaluating various classes of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work difficulty required of a school to career coordinator. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Terms of Employment:

Wages, benefits, hours and working conditions to be in accordance with the collective bargaining agreement.

LEGAL REFERENCE:	PI3, Wisconsin Administrative Code
CROSS REFERENCE:	Board Policy 538, Staff Evaluation Employee Agreement
BOARD APPROVAL:	March 10, 2004