

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

FACILITATOR, School-To-Work Project

QUALIFICATIONS

- Master's Degree in appropriate field.
- Minimum of five years of educational or business-related experience.
- Knowledge of school-to-work programs.
- Knowledge of instructional and support applications preferred.
- Administrative experience preferred.

REPORTS TO Director of Applied Technology
Education

SUPERVISES No supervisory duties

POSITION GOAL

To coordinate the District's School-To-Work initiative and to serve as a liaison among all partners.

PERFORMANCE RESPONSIBILITIES

1. * Facilitate development of components and strategies for new and existing school-to-work programs.
2. * Enhance and expand career counseling and career assessment for all students.
3. * Design and implement on-going communications and employer recruitment campaigns.
4. * Keep professional skills and knowledge updated.
5. * Manage monetary and human resources within the project.
6. * Collect student and program data to enable on-going monitoring of school-to-work program development.
7. * Inform all partners about progress of school-to-work activities through regular meetings.
8. * Facilitate student tracking system through first year after graduation from high school.
9. * Provide on-going staff development opportunities for all partners.
10. * Develop additional appropriate work-based learning experiences for students.
11. * Conduct and analyze survey of local employers to determine current skills and knowledge required in the workplace.
12. Perform other duties as assigned by the Director of Applied Technology Education.

**Denotes essential job function/ADA*

The funding for this position is provided for by a grant from the State Department of Education, and is for one year only. There is no assumption that the grant will be extended and that the position will be renewed.

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
AO-08-E \$61,556 - \$94,429
M-11 D-221 H-1657.5

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **12**
EEO-5 Line **43**

Function **6300**
Survey Code **63101**
Job Code **1970**

ADA CODES

2 **Sedentary Work**
3 **A-C/F-G/L/O-P/S-V**
4 **Indoors**

BOARD APPROVED

May 14, 1996