



David Douglas School District #40

Classified Job Description

SCHOOL-TO-CAREER COORDINATOR

Schedule: 12 months per year
Class: 20

POSITION PURPOSE

The School-to-Career Coordinator works with the high school staff to provide career-based learning opportunities for all students. Responsibilities include the promotion, organization, implementation, and evaluation of career-based experiences and other related duties for students in Grades 9 – 12. The School-to-Career Coordinator will work with various businesses in the Portland area to develop opportunities for students to obtain information and experiences about business operations and careers.

The School-to-Career Coordinator also works with the high school staff to provide the promotion of college and post-secondary learning opportunities for all students. Responsibilities include organization of promotional events and visits along with financial workshops and placement testing.

NATURE AND SCOPE OF RESPONSIBILITIES

- Develop and maintain system framework for Career Exploration program for Grades 9 – 12
- Develop and maintain system framework for Work-Based Learning Programs
- Experience in working with grant funded programs i.e. Perkins Grant
- Develop and maintain partnerships with business and community members; solicit and recruit participation of new partners, including alumni and diverse groups.
- Develop relationships and partner programs with local community colleges
- Manage the staffing in the Career/College Center
- Coordinate company visits, mock interviews and job shadows in support of the schools career exploration program
- Serve as liaison for CIS (Career Information Systems)
- Coordinate and maintain parent and community communication regarding career education utilizing the David Douglas High School web and the principal's newsletter
- Develop marketing materials, brochures, presentations and forms for various programs including business and education partnerships.
- Represent David Douglas High School/District as an active participant on local, regional and state education and business committees
- Coordinate data collection relevant to student experiences Grades 9 – 12 and post-high school.
- Attend meetings as directed by Principal
- Coordinate and supervise summer internships for students
- Perform other duties, as assigned

QUALIFICATIONS

- Prior experience with a high school career exploration program
- Prior experience with a college promotion and financial aid assistance program
- Prior experience with the Oregon Personalized Learning Diploma requirements
- Knowledge and a vision for the implementation of the 40-40-20 plan
- Effective communication skills requiring frequent contact with the public
- Skill in computer operations and use of programs involving word processing, Excel, Power Point, etc.
- Proficient in web design

QUALIFICATIONS (cont.)

- Motivated and energetic
- Proficient organizational skills
- Ability to work cooperatively and collaboratively with staff and students
- Attention to detail and follow through

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate to high degree of physical stamina, with frequent lifting of up to 10 pounds and the possibility of lifting of up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings (cafeteria/school grounds). Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.